United States Mission Nigeria

Vacancy Announcement

No. 2016-015	Date: February 24, 2016	Ref:
Subject: **CHAUFFEUR (7 POSITIONS)**		
Location: **ABUJA- DOD WRPN**		
Applicability: **ALL INTERESTED CANDIDATES**		

OPEN TO: All Interested Candidates

POSITION: **Chauffeur, (7 Positions) FSN-03/FP-BB**

OPENING DATE: February 24, 2016

CLOSING DATE: March 9, 2016

WORK HOURS: Full-Time; 48 hours/week

SALARY: **OR – Ordinary Resident** – N3,213,591.00 p.a.
(Starting basic salary)
Position Grade: FSN-03
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

NOR – AEFM/ EFM - US$22,058
Starting basic salary p.a. Grade: FP-BB

NOTE: ALL NOT ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER C.O.M AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST

The **U.S. Embassy in Abuja** is seeking to employ suitable and qualified candidates for the Chauffeur positions (7 Positions) in the Department of Defense HIV Program, Nigeria (DOD HPN).

BASIC FUNCTION OF THE POSITION:

The incumbents carefully and responsibly drive official vehicles to various locations in Abuja, and on some occasions, to other cities in Nigeria. Also drive DOD HPN personnel and visitors to various locations including ministries, embassies, and other business organizations. Provide daily preventive maintenance of DOD HPN vehicles, ensuring that the interiors of the vehicles are in clean conditions, check fluids levels, hoses, belts and connections. Additionally, they will ensure passengers fasten seat belts at all times and maintain a daily vehicle mileage log.

To obtain a copy of this announcement please visit our Mission websites at: **http://nigeria.usembassy.gov/hr_office.html**

POSITION REQUIREMENTS:

NOTE: All applicants **MUST address each selection** criterion detailed below with specific and comprehensive information supporting each criterion in the application letter or the application will not be considered**.**

1. Completion of Secondary School is required.
2. Minimum of two (2) years professional driving experience is required.
3. Level II (Limited knowledge) Speaking /Reading/Writing in English is required.
4. Knowledge of Nigeria traffic laws and regulations, geography of the Abuja city and the country in general is required.
5. Must have a good knowledge of automotive operations, safety and maintenance practices.
6. Must have a valid Nigeria driver's license and basic computer skills.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. Candidates who EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY

Interested applicants for this position **MUST** submit the following, or the application will not be considered:

1. **Application for US Federal Employment (DS-174); or a current resume or curriculum vitae that provides the same information as a DS-174; plus**,

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

4. A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised. Please reference the job title and announcement number on the application letter.

5. Limit all electronic (e-mail) submissions to one entry/e-mail not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures.

6. E-mails received without the appropriate subject line and incomplete applications will not be considered**.**

SUBMIT APPLICATION TO: HRNigeria@state.gov

****Mailed (paper/hard copies) applications will NOT be accepted.**

POINT OF CONTACT
Tel: 09-461-4000 Ext 4261

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) **– For purposes of receiving a preference in hiring for a qualified position, an** EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

    A. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    B. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.
4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:
- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: MARCH 9, 2016

The U.S. Mission in Nigeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

An Equal Opportunity Employer