

U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <p style="text-align: center;">LOME, TOGO</p>	2. Agency <p style="text-align: center;">DEPARTMENT OF STATE</p>	3a. Position Number <p style="text-align: center;">357801-A52727</p>
----------------------------------------------------------	---------------------------------------------------------------------	-------------------------------------------------------------------------

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.
 Yes No

4. Reason For Submission

a. Redescription of duties: This position replaces
 (Position Number) A52727 , (Title) Chauffeur (Series) 1015 (Grade) 03

b. New Position _____

c. Other (explain) Vacancy announcement

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Chauffeur, FSN 1015	03		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee <p style="text-align: center;">VACANT</p>
-----------------------------------------------------------	------------------------------------------------------------------

8. Office/Section <p style="text-align: center;">American Embassy Lome, Togo</p>	a. First Subdivision <p style="text-align: center;">Management</p>
b. Second Subdivision <p style="text-align: center;">GSO</p>	c. Third Subdivision <p style="text-align: center;">Motor Pool</p>

9. This is a complete and accurate description of the duties and responsibilities of my position. <p style="text-align: center;">Vacant</p>	10. This is a complete and accurate description of the duties and responsibilities of this position. <p style="text-align: center;">E. Badoumalou Afegnan, Motor Pool Sup.</p>
Printed Name of Employee	Printed Name of Supervisor
Date (mm-dd-yyyy)	Date (mm-dd-yyyy)

Employee Signature	Supervisor Signature
--------------------	--------------------------

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <p style="text-align: center;">Andrew J. Hetletvedt, A/GSO</p>	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <p style="text-align: center;">Corey D. Thomas, HR Professional Associate</p>
Printed Name of Chief or Agency Head	Printed Name of Admin or Human Resources Officer
Date (mm-dd-yyyy)	Date (mm-dd-yyyy)

Chief or Agency Head Signature 	Admin or HR Officer Signature
------------------------------------	-----------------------------------

13. Basic Function Of Position
 Serves as Chauffeur in the Embassy Motor pool. Drives Embassy officials, VIP's, employees and Embassy school children throughout Lome, all of Togo and neighboring countries, to include, on occasion, Nigeria and Ivory Coast.

14. Major Duties and Responsibilities 95 % of Time

Drives officials to and from airport, assisting them with customs and immigration formalities, retrieving or checking-in their luggage in case the expediter is not available, and transporting them to their quarters in Lome.

Drives the warehouse mechanized handling equipment such as the forklift and the warehouse large truck in the absence of the incumbent. Delivers diplomatic notes, official invitations, etc. to various government offices and other Embassies. Helps maintain motor pool assigned vehicles in clean and serviceable condition daily by washing and reporting mechanical problems; updates road fitness check-up lists of the host country traffic regulation for the vehicles assigned to him.

Follows policies filling out tickets for each trip, liability waiver sheets for non-official, approved passengers, and tracks billable trips to enable the motor pool management office to issue invoices to B& F for the billable GOV user.

(See Addendum 1)

(Continue on blank sheet)

15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school is required. A valid Category B driver's license is required and must be able to drive; Category C or higher is preferable.

b. Prior Work Experience

Three years of professional driving experience is required.

c. Post Entry Training

None

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level II (Limited knowledge) speaking and reading English and level III (good working knowledge) reading and speaking French are required.

e. Job Knowledge

Knowledge of the road, safe driving methods and local traffic regulations is necessary. Knowledge of the location of various host country government ministries, other embassies, international organizations, hotels, restaurants, and stores is required.

f. Skills and Abilities

Skill in legally and safely driving of all types of Embassy vehicles is required: sedans, vans and pickup trucks.

16. Position Element

a. Supervision Received

Receives direct supervision from the motor pool Supervisor (position A52757) who assigns daily tasks and duties. Also receives instructions from the GSO and Management Officers as appropriate.

b. Supervision Exercised

None

c. Available Guidelines

Map of Togo, local traffic regulations as well as State Department safety driving regulations.

d. Exercise of Judgment

Constant good reflexes, sound judgement, and situational awareness for safe operation of vehicles under all kinds of weather and road conditions are required. Must also decide the best, safest, and the fastest routes to destinations.

e. Authority to Make Commitments

As appropriate to accomplish the task.

f. Nature, Level, and Purpose of Contacts

Deals routinely with US officials and VIP's of all levels. Duties at airport and at border crossings to neighboring countries involve working professionally with customs and immigration officials of government of Togo and of neighboring countries.

g. Time Expected to Reach Full Performance Level

Three months.

Addendum 1

Reports all incidents or accidents to the motor pool Supervisor in a timely manner.

Other duties as assigned.

5 %