



## HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

### VACANCY ANNOUNCEMENT ANNOUNCEMENT NUMBER - 76

**OPEN TO:** All Interested Candidates

**POSITION:** **Chauffeur, FSN-3; FP-BB**

**OPENING DATE:** October 12, 2004

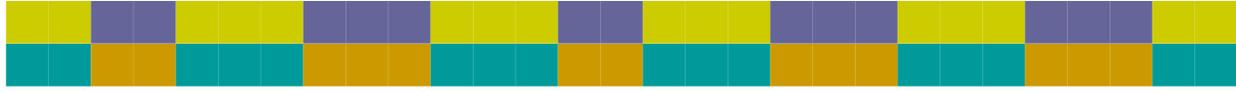
**CLOSING DATE:** October 25, 2004 (before 4:30 p.m.)

**WORK HOURS:** Full-Time; 48 Hours/Week  
(Saturday through Thursday)

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications from individuals for the position of Chauffeur in GSO Motor Pool Operations Unit.

**BASIC FUNCTION:** **BASIC FUNCTION:** The incumbent operates motor vehicles to transport passengers and cargo for the United States Government.



## **MAJOR DUTIES AND RESPONSIBILITIES:**

- ✚ Maintains assigned vehicles by checking tires, battery; tire pressure and all fluid levels on a daily basis. Vacuum, dusts, wash and polish vehicle as required. Complete written trip tickets for assigned vehicles and prepare accident reports as required. Reports vehicle malfunctions or irregularities.
- ✚ May need to drive in extreme weather conditions like heavy rains, strong winds, extreme hot and humid conditions, unpaved roads, constant traffic, non-observance of traffic laws and no order. Work in rotational shifts and can be called into work at anytime.

## **QUALIFICATIONS REQUIRED:**

- 1. Education:** Completion of Elementary School.
- 2. Language Proficiency:** Good working knowledge in English and Bangla.
- 3. Prior Work Experience:** Minimum two years of driving experience.
- 4. Knowledge:** Must be able to understand traffic rules and safety procedures. Knowledge of vehicle maintenance.
- 5. Skills and Abilities:**
  - ✚ Must have valid BDG driver's license.
  - ✚ Ability to drive a variety of makes and models of vehicles.
  - ✚ Capable of making sound judgment in different driving situations.

## **SELECTION PROCESS:**

In order to be considered for this vacancy, candidates must provide evidence in their application that they meet the required qualifications listed above. When equally qualified, Eligible Family Members and applicants with Veterans preference will be given preference.

## **ADDITIONAL SELECTION CRITERIA:**

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

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3. EFMs holding a U.S. Temporary Appointment/FMA appointment are ineligible to apply within the first 90 calendar days of that appointment.

**TO APPLY:**

Interested candidates are requested to submit the following:

1. **Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at Gate-1 (Reception booth) and in the Human Resources Office, Ext. 2521.** A copy is also attached hereto for your convenience.



Application  
Form.doc

2. **Interested EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment).** A copy is also attached hereto for your convenience.



OF-612.doc

**ONLY complete and up-to-date applications with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.**

**NOTE: CV's will not be accepted in lieu of the Application Form.**





**SUBMIT APPLICATION TO:**

**Human Resources Office**

**Attention: HRO**

**Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212**

**POINT OF CONTACT:**

**Human Resources Assistant**

Telephone # 885-5500, Ext: 2521

Fax # 9887825

**DEFINITIONS:**

**1.** EFM: US Citizen spouse or US citizen child who is at least age 18, and who, in either case, is on the travel orders of a US citizen foreign or civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission Authority.

**2.** Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners, parents, other relatives, or adult children who fall outside the department's current legal and statutory definition of EFM.

**NOTE:** "Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."

***AN EQUAL OPPORTUNITY EMPLOYER***

Cleared by:

HRO: AGSO: FMO: MGT/C