



UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID)
Announcing open position for FSN-1015-03

CHAUFFEUR
(Multiple positions)

USAID Executive Office

OPENING DATE: 04/26/2009

CLOSING DATE: 05/16/2009

WORK HOURS: Full-time; 40 hours/week

(Interested individuals without driving experience should refrain from applying)

Basic Functions of Position:

The incumbent is a member of a Motor Pool Team for USAID/Iraq. As a Motor Pool Chauffeur/Driver, the incumbent is responsible for driving U.S. Government-owned vehicles, as assigned, to provide the following services in support of USAID/Iraq development assistance programs: transports U.S. Direct-Hire (USDH), U.S. Personal Services Contractors (USPSC), Third Country National Personal Services Contractors (TCNPSC) and Cooperating Country National Personal Services Contractor staff (FSNPSC); other Mission employees (i.e. Fellows); and official visitors, as/when appropriate, to conduct official business; transports expendable and non-expendable supplies, equipment and furnishings, as/when necessary. As needed on special occasions and upon request (i.e., VIP visits), the incumbent may be called upon to provide back-up assistance to the Embassy Motor Pool. The position may be called up to drive the Mission Director as requested/required by the Supervisory Executive Officer.

Required Qualifications:

a. **Education (10 points):** completion of Secondary School is required.

b. **Prior Work Experience (10 points):**

A minimum of 2-3 years experience driving a motor vehicle for passengers is required. At least one of the 2-3 years experience should have been with an International Organization(s).

U.S. Agency for International Development
USAID Executive Office / Human Resources
Baghdad, Iraq
APO AE 09316 Office Tel: 202-216-6276 ext. 1298 (U.S. number)

www.usaid.gov

C. Language Proficiency (20 points):

Level III (Good Working Knowledge) English ability (to read and complete required motor pool specific forms) is required. In addition, the incumbent must be fluent Level IV (native speaker) in Arabic. Incumbent must be able to comprehend oral instructions (in both English and Arabic), in person and over the radio and transmit/relay instructions/information the same way. Incumbent must be able to speak English sufficiently well to be understood by a non-Arabic Speaker. Incumbent must be able to read the manufacturers' operating manuals for his/her assigned vehicle; be able to read a wide variety of forms and complete them accurately and legibly.

d. Knowledge (30 points):

Incumbent must be familiar with traffic law. Knowledge of USG/USAID regulations and procedures regarding travel and the use of official vehicles is desirable. Knowledge of the locations of various GOI ministries/offices and donor partners with which USAID interacts with on a regular basis is required. The incumbent is required to know the road systems. Must be able to drive gasoline and diesel vehicles with automatic or manual transmissions. "Hands on" knowledge of and experience in operating a 4 wheel drive vehicle is also desirable. "Hands on" knowledge of vehicle maintenance is highly preferred.

e. Skills and Abilities (30 points):

Excellent defensive driving skills are required. Good interpersonal skills are also required. This includes being courteous to all passengers; providing assistance (as needed) to seat passengers; assistance with baggage, advising passengers of seat belt safety requirements as well as proper signatures on vehicle trip log sheets; extending greetings to first time visitors at the airport, etc.

The ability to deal tactfully with passengers and other drivers in order to defuse and resolve difficult and potentially volatile situations that may arise during travel is required. Patience and persistence is essential. The ability to exercise sound judgment in selecting the most appropriate routes at a given time is required. Ability to complete incident reports accurately is required. Excellent driving skills are required.

In addition, the incumbent is required to: 1) maintain interior and exterior of assigned vehicle(s) in clean and serviceable condition at all times; 2) have the ability to perform minor and/or routine maintenance, often times preventive in nature; 3) have the ability to identify mechanical problems in advance.



f. Post Entry Training:

The incumbent will be required to have the necessary driving expertise to perform the duties required of the position. Post entry training will be focused primarily on the Agency's established policies, procedures and regulations that govern Motor Vehicle Operations and Passenger Safety. Incumbent will also receive Agency-specific training in defensive driving maneuvers. Incumbent will be provided "on-the-job" self-directed training in the form of reference manuals, USAID Handbooks, Automated Directives, Foreign Affairs Manual, USAID/Iraq Mission Orders, and Embassy Administrative Notices.

To Apply for This Solicitation No. 09-010

Please follow all these instructions carefully:

- 1) Please indicate the title of the position you are applying for in the subject line of your email;
- 2) Please indicate the solicitation number in your application;
- 3) A current resume or curriculum vitae providing a daytime telephone number;
- 4) Copies of any relevant supporting documentation (e.g., essays, certificates, awards and copies of degrees earned). These documents must address and be relevant to the minimum requirements of the position as listed above;
- 5) At least three references providing their telephone numbers (and email address if possible);
- 6) A separate page that addresses each selection criterion/qualification detailed above with specific information supporting each item, (i.e., education, experience, etc., and how you meet these requirements);
- 7) ***Do not attach original documents to your application as they will not be returned.***

Candidates who do not follow these instructions will not be short listed for the position. Interested individuals who do not meet the minimum qualifications should refrain from applying.

Please send email or hand-deliver your application by 05/16/2009

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov
www.usaid.gov/iraq/employment.html

Only short listed candidates will be contacted after the selection has been made.

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