

U.S. MISSION, PAKISTAN

VACANCY ANNOUNCEMENT NUMBER: Islamabad-2018-70

U.S. Mission	Pakistan
Announcement Number:	Islamabad-2018-70
Position Title:	Chauffeur (Security) (I-52287, I-52514, I-52934, I-52817, I-52558, I-52936 & I-52144)
Opening Period:	(May 16, 2018) – (May 22, 2018)
Grade:	FSN-4, FS is FP-AA*
Salary:	FSN-4, Rs.691, 740 p.a. (Starting salary) FP-AA*, US\$ 25, 261 p.a. (Starting salary) * Actual FS salary determined by Washington D.C.
For More Info:	Human Resources Office, Islamabad
Who May Apply:	All Interested Applicants/All Sources
Security Clearance Required:	Local Security Certification or Public Trust

Duration Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

Summary: The U.S. Mission in Islamabad, Pakistan is seeking eligible and qualified applicants for the multiple positions of Chauffeur (Security) in the General Services Office.

The work schedule for this position is:

- Full Time (number of hours per week – 48 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: Incumbent drives all Motorpool vehicles including fully armored vehicles (FAVs), soft skinned to transport State Department personnel and other employees of participating agencies as well as drives heavy duty trucks to move official stuff from one place to other. Works in shifts and on overtime if necessary. Maintains daily trip logs, fill required form and reports problems of assigned vehicle to dispatcher. Performs daily preventive maintenance and emergency minor repairs. Performs all other duties assigned by the Motor Pool supervisor.

Qualifications and Evaluations

Education: Completion of eight years of education is required.

Requirements:

EXPERIENCE: Minimum three years of driving experience as a chauffeur is required.

JOB KNOWLEDGE: Incumbent must be thoroughly familiar with Rawalpindi/Islamabad streets, traffic regulations and local traffic patterns and routes and possess general familiarity with routes throughout Pakistan.

Evaluations:

LANGUAGE: Level II (limited knowledge) of Speaking/Reading/Writing English and Level III (good working knowledge) of Speaking/Reading/Writing Urdu are required. English language skills will be tested.

SKILLS AND ABILITIES: Incumbent must possess a valid Heavy Transport Vehicle (HTV) Pakistani driver's license to operate passenger vehicles and light and heavy trucks. Driving skills will be tested.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

ADDITIONAL SELECTION CRITERIA:

- 1) Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
- 2) Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

- 3) Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
- 4) The candidate must be able to obtain and hold the local security certification.
- 5) Candidates who are 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.
- 6) Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
- 7) Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
- 8) U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.

How to Apply: All candidates must be able to obtain and hold a Local Security Certification or Public Trust clearance. Applicants must submit Universal Application for Employment (UAE) (Form DS-174), which is available on our website (<https://pk.usembassy.gov/embassy-consulates/jobs/current-vacancies/>). Failure to do so may result in a determination that the applicant is not qualified.

WHERE TO APPLY:

Current employees of the Mission must submit their completed **DS-174 (Application for Employment as LE Staff or Family Member)** by e-mail at PakJobsInt@state.gov. The Vacancy Announcement Number (e.g. 2018-XX) must be mentioned in the subject line of the email.

External candidates must submit their completed **DS-174 (Application for Employment as LE Staff or Family Member)** by e-mail at PakJobs@state.gov. The Vacancy Announcement Number (e.g. 2018-XX) must be mentioned in the subject line of the email.

Applications can also be submitted at following GPO address. Applicants should clearly mark the position title and/or vacancy announcement number on the envelope.

SUBMIT COMPLETED DS-174 TO:

**Human Resources Office, U.S. Embassy Islamabad
P.O. Box 1048, GPO, Islamabad.**

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

Thank you for your application and your interest in working at the U.S. Mission in Islamabad, Pakistan.