

POSITION VACANCY ANNOUNCEMENT #09/04

OPEN TO: All Interested Candidates

POSITION TITLE: DTRO Chauffeur, FSN-3, FP-BB*

OPENING DATE: Wednesday, February 04, 2009

CLOSING DATE: Wednesday, February 18, 2009

WORK HOURS: Full time 40 Hrs/Week

POSITION GRADE: Ordinarily Resident: FSN-3
Not-Ordinarily Resident: FP-BB* (position grade subject to confirmation by Washington)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Tashkent is seeking an individual for the position of Chauffeur in the Defense Threat Reduction Office (DTRO-T).

BASIC FUNCTIONS OF POSITION:

- Responsible for the operation, maintenance, and repair of all DTRO-Tashkent official vehicle(s);
- Drives DTRO-Tashkent staff and/or visitors outside Uzbekistan within the near Central Asian region;
- Keeps vehicles in clean and serviceable condition; and informs DTRO-Tashkent project assistant when problems arise;
- Delivers letters to ministries and other offices in the Tashkent area as required by the DTRO-T office.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office (# 2235).

QUALIFICATIONS:

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Completion of secondary is required;
- Minimum three years of driving experience and one year of security experience is required;
- Level I (rudimentary knowledge) of both written and spoken English, Level III (good working knowledge) of both written and spoken Russian and Uzbek are required.
- Must display ability to drive with care on poor quality roads and be able to drive defensively without risk to passengers or vehicle;
- Must have extensive knowledge of surrounding areas to include routes to all major cities within Uzbekistan;
- Must have a valid driver's license category "BC".

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Currently employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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.
5. The candidate must be able to obtain a security clearance. The candidate must also be able to obtain medical clearance at Embassy expense.

TO APPLY:

1. Interested applicants for this position must complete and submit their detailed Resumes, or may use an application for U.S. Federal Employment (OF-612 and addendum – download from http://www.opm.gov/forms/pdf_fill/of612.pdf). Personal information including marriage status, gender, national origin, religion should be avoided. A photo should not be attached.
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. If you are an Uzbekistan citizen, your submission must also state your current status in regard to military service already served, or to be served, in Uzbekistan.

SUBMIT APPLICATION BY LOCAL POSTAL SERVICES TO:

Human Resources Office
Address: 3 Moyqorghon Street,
5th Block, Yunusobod District, 100093
Fax: 998-71-120-63-35

OR Email: personnel@usembassy.uz

OR Current Embassy employees can personally deliver their application to the Human Resources Office on the third floor of the embassy.

DEFINITIONS:

1. **USEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. **Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: February 18, 2009

The US Mission in Uzbekistan 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.