



# U.S. MISSION Job Announcement Riyadh - Jeddah - Dhahran

08-69

VACANCY ANNOUNCEMENT – JEDDAH

09/24/2008

## RE-ADVERTISEMENT

**OPEN TO:** All interested candidates.

**POSITION:** OBO Chauffeur, FSN-03  
Position # 100220

**OPENING DATE:** Wednesday, September 24, 2008

**CLOSING DATE:** COB Sunday, October 12, 2008

**WORK HOURS:** Full-time; 48 hours/week

**SALARY:** \* Ordinarily Resident: Position grade: FSN-03,  
SR.44,068 (basic salary excluding eligible allowances).

**LENGTH OF APPOINTMENT:** Position is valid for **two years only**.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION. ONCE SELECTED, A WRITTEN NOTE FROM THE CURRENT EMPLOYER/SPONSOR CONFIRMING THE RELEASE WILL BE REQUIRED BEFORE OFFERING THE JOB.**

**The U.S. Consulate General in Jeddah is seeking an individual for employment in country for the Chauffeur position in the Overseas Building Operations section.**

### **BASIC FUNCTION OF POSITION:**

Drive all kinds of passenger motor vehicles to transport passengers in and around Jeddah in accordance with the Consulate Motor pool policy and procedures. Assist in loading and unloading all baggage. The incumbent is responsible for checking and cleaning vehicles for safety. Work may include working in split shifts.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Please contact HR Office Ext.4119.

### **QUALIFICATIONS REQUIRED**

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

1. **Education**: Completion of Elementary school or equivalent.
2. **Experience**: Three years experience as a professional chauffeur within the city of Jeddah.
3. **Language Requirements**: Level III (Good Working Knowledge) English (Speaking/Reading), and Level II (Limited Knowledge) Arabic (Speaking/Reading), are required.
4. **Knowledge/Other Criteria**: Incumbent must be familiar with local traffic laws/area traffic patterns and be able to read; interpret; and apply information presented in driver manuals relating to vehicle usage/care. The incumbent should also be able to change tires and use basic tools in vehicle preventive maintenance.
5. **Other Skills**: Basic knowledge of engine trouble-shooting. Must be able to inspect, clean and perform first echelon maintenance on passenger vehicle. **A valid Saudi Driver's license is required.** Demonstrate cultural sensitivity to female Diplomats/Eligible Family Members requiring transportation.

### **SELECTION PROCESS**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates 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.**

### **TO APPLY**

Interested applicants for this position **must submit the following or the application will not be considered:**

1. Application for U.S. Federal Employment (SF-171 or OF-612); **or**
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Copy of valid resident permit and Saudi driver's license.

5. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

**SUBMIT APPLICATION TO**

In person: HR Office, American Consulate General, Jeddah

By mail: Human Resources Office, Jeddah  
P. O. Box 149, Jeddah 21411

By Fax: +966-2-669-3075

By e-mail: [JeddahHR@state.gov](mailto:JeddahHR@state.gov)

**POINT OF CONTACT**

Human Resources Office

Telephone: 966-2-667-0080 Ext. 4119

FAX: 966-2-669-3075

**DEFINITIONS\***

**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 permit for employment in country.

**CLOSING DATE: COB SUNDAY, OCTOBER 12, 2008**

The US Mission in Saudi Arabia 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.

**Drafted:** HR: SMRafi; FSAhmed

**Cleared:** A/Mgt: EHansen; OBO: YKaraman; HRO: SDBopp; FMC: JCoates

**Approved:** Mgt/C: SMuench