



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

09-04	VACANCY ANNOUNCEMENT – RIYADH	01/11/09
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## RE-ADVERTISEMENT

- OPEN TO:** All interested candidates
- POSITION:** Chauffeur, FSN-03,  
Position No. 100254
- OPEN DATE:** Sunday, January 11, 2009
- CLOSING DATE:** COB Sunday, January 25, 2009
- HOURS:** Saturday to Wednesday - 48 HWW
- SALARY:** \* Ordinarily Resident: Position grade: FSN-03, SR. 44,068-  
Full Performance level (basic salary excluding eligible allowances).

**NOTE: ALL APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR EMPLOYMENT. ONCE SELECTED, A WRITTEN NOTE FROM THE CURRENT EMPLOYER/SPONSOR CONFIRMING THE RELEASE WILL BE REQUIRED BEFORE HIRING IS EFFECTED.**

The U.S. Mission in Saudi Arabia is seeking an individual for employment in country for the position of Chauffeur for the General Services Office.

### **Basic Function of the Position:**

The incumbent serves as Embassy Chauffeur, driving armored/non armored sedans, pick up trucks, vans, and suburban to transport USG employees. Incumbent is responsible for safe operation of the vehicle, assessing the security situation/threat on roads, and ensuring the passenger's safety and is responsible for the day to day preventive maintenance

checks and services of vehicle on daily basis as well as be able to identify mechanical deficiencies that degrades the vehicle operation and effect its performance.

**Required Qualifications:**

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

1. **Education:** Completion of Elementary school.
2. **Experience:** Three years of prior work as a Professional Chauffeur.
3. **Language Requirements:** Level II (Limited working knowledge) of English and Arabic is required.
4. **Knowledge/Other criteria:** Must have good knowledge of local traffic laws and area traffic patterns, as well as be able to read and interpret and apply information presented in driver manuals relating to vehicle/usage/care. Must be familiar with host Government office locations within Riyadh metropolitan area and major highways in order to drive to constituents posts. Should have working knowledge of US Embassy operations/functions as well as unique Saudi environment prohibiting driving for women. Must be able to read/interpret Arabic traffic manuals, international road signs and English vehicle manuals. Must be medically qualified to operate a motor vehicle and be able to lift 50lbs. Must be able to change wheels and use basic tools in vehicle preventive maintenance.
5. **Other Skills:** Analyze and react to potential security threat reported on street and handle accident problems with local police. Prioritize runs; determine most expedient and safest routes. Inform passengers of Motor Pool policy and ensure compliance. A valid Saudi Driver's License is required.

**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. Signed application for U.S. Federal Employment (SF-171 or OF-612);
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;

3. Copy of valid resident permit and valid Saudi driving license;
4. Any other documentation (**e.g. essays, certificates, and awards, copies of degrees earned**) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

In-person – Embassy Reception, American Embassy, Riyadh, or

By mail – Human Resources Office, Riyadh

P.O. Box 9430, Riyadh 1163, Saudi Arabia

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

By Fax: 966-1-488-7765

**POINT OF CONTACT**

Human Resources Office

Telephone: (01-488-3800 ext. 4256)

Fax: 01-488-7765

**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: CLOSE OF BUSINESS SUNDAY, JANUARY 25, 2009**

The US Mission in the Kingdom of 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: PChakraborty

**Cleared:** A/GSO: LRothenberg; HRO: SDBopp; FMO: JCoates

**Approved:** AMgt/C BJMartin