



VACANCY ANNOUNCEMENT

U.S. Mission U.S. Embassy in Brussels

Announcement Number: Brussels-2019-42R

Position Title: Chauffeur/Administrative Assistant

Opening Period: March 14, 2019 – March 31, 2019

Series/Grade: LE-1015/05
FS-1015/FP-09

Salary: LE: EUR 2,632-EUR 3,478 gross/month
FS: USD 28,945-USD 50,503 gross/per annum. Actual FS salary determined by Washington D.C.

For More Info: JAS Human Resources Office, Tri-Missions, Brussels

Who May Apply: All Interested Applicants / All Sources

Security Clearance Required: Local Security Certification or Public Trust

Duration Appointment: LE: Definite Not to Exceed 1 year. Becomes indefinite after successful completion of one year
FS: Definite Not to Exceed 5 years. (FMA)
Definite Not to Exceed 1 year. (PSA)

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf) before you apply: <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

Summary: The U.S. Mission in Brussels is seeking eligible and qualified applicants for the position of **Chauffeur/Administrative Assistant for the Defense Attaché Office.**

The work schedule for this position is Full Time (LE: 38 hours per week, FS: 40 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:

Operates and maintains serviceability of Defense Attaché Office (DAO) motor vehicles for transport of the Senior Defense Official Defense Attaché (DSO/DATT), DAO members, and DAO visitors to various locations within Belgium and Luxembourg. Applies sound judgment in performing driving duties and observes all traffic regulations and safe driving practices. Responsible for the general maintenance and cleanliness of 4 vehicles, completes driving, fuel, and maintenance logs in accordance with directives.

Establishes and maintains contacts with various international organizations, high-ranking Belgian and Luxembourg government officials in the European Union, provincial, municipal, and military officials, and key members of recognized veterans' organizations. Coordinates ceremonies for memorial events across Belgium and Luxembourg. Provides translations and interpretations in Dutch, French, and English. Is liaison for all military protocols, events, ceremonies, and representational activities that require participation by the Ambassador, Deputy Chief of Mission, Defense and Air Attachés, and other members of the three U.S. Missions in Brussels. Monitors calendar and provides official event pre-briefs on relevant social, cultural, and military protocol requirements. Jobholder prepares, processes, and delivers correspondence, including diplomatic note requests for U.S. military overflight and landing clearances to host government. Conducts other administrative tasks and duties affiliated with DAO operations, as required.

Qualifications and Evaluations

Education: Completion of secondary school.

Requirements:

EXPERIENCE: Minimum two years of experience as a chauffeur. Ability to perform basic operator-level maintenance and checks, services, and minor automotive repair work.

JOB KNOWLEDGE: A comprehensive knowledge of Belgian and Luxembourg local and federal driving regulations; considerable knowledge of defense driving and vehicle security procedures; good knowledge of administrative procedures, computer skills, GPS navigation devices, and military matters. Have a thorough understanding of the organizational structure and operating procedures of the Belgian government, particularly the Ministry of Defense. Knowledgeable of Belgian and Luxembourg roads is required, including other establishments frequented by DAO staff. Familiarity with local hospitals and police stations.

Evaluations:

LANGUAGE: Level 3 (good working knowledge) speaking/reading/writing of English, French, and Dutch.

SKILLS AND ABILITIES: In possession of a valid driver's license B. Ability to read maps and plan routes. Ability to perform operator-level preventive maintenance, checks, services, and minor automotive repair work. Must be able to successfully complete a defensive driving, vehicle security course. Must be

flexible, dependable, disciplined, and on time. Must be able to work quickly and calmly under pressure. Must be able to organize and prioritize work assignments, provide follow-up, and notify supervisor immediately of potential problems. Must have good verbal communication skills and the ability to handle all persons with professionalism and discretion. Must possess basic computer skills (Microsoft Office).

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.

Benefits: Locally Employed Staff, including Members of Household (MOHs), working at the U.S. Mission in Brussels receive a compensation package that includes benefits such as hospitalization insurance, life insurance, and extra-legal pension.

For EFM, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the same time of the conditional offer letter by the HR Office.

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>

How to Apply: All candidates must be able to obtain and hold a Local Security Certification or Public Trust clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on the Mission's internet site.

To apply for this position, applicants should electronically submit the documents listed below.

To apply for this position click the "Apply Now" button at the Mission's internet site: <https://be.usembassy.gov/embassy/jobs/>.

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Copy of Orders/Assignment Notification (or equivalent)(for AEFM/USEFM)
- Residency and/or Work Permit (for non-EU citizen local residents)
- Driver's License
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

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.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Brussels.