



VACANCY ANNOUNCEMENT

U.S. Mission U.S. Embassy to Luxembourg

Announcement Number: Luxembourg-2019-08

Position Title: Chauffeur (part-time)

Opening Period: January 29, 2018 – February 12, 2019

Series/Grade: LE-1015/04
FS-1015/AA

Salary (Part-time): LE: EUR 1,604 – 2,518 gross/month
FS: USD 12,935-USD 14,559 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: contract of indefinite duration.
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 Luxembourg is seeking eligible and qualified applicants for the position of Chauffeur.

The work schedule for this position is: Part-time (LE: 20 hours per week, FS: 20 hours per week). The work schedule will include nights and weekends.

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. This position becomes available only once the Continuing Resolution has been lifted.

Supervisory Position: No

Duties: Safely operates a fully armored vehicle (FAV) to transport the Chief of Mission on both official and personal trips within Luxembourg and the surrounding countries in accordance with the Ambassador's calendar and verbal orders from the Ambassador's Office Manager, or directly from the Ambassador. Reacts defensively in response to potential security threat-related situations. While waiting to pick up the Ambassador acts as alert observer and prevents unauthorized access to the vehicle and the surrounding area. Analyses the Ambassador's daily appointment schedule, ensuring familiarity with both a primary and alternate route to the destination, as well as potential security concerns at destination. Serves as a special messenger in delivering documents or invitations or in carrying out various other important errands for the Chief of Mission. Clean and maintains assigned vehicles regularly and performs daily routine maintenance to assure serviceability. Conducts vehicle inspection and keeps the supervisor informed of the mechanical condition of the vehicle and requests needed repairs and maintenance. Performs minor vehicle maintenance repairs, as needed. Completes daily trip ticket after vehicle inspection. Prepares accident and vehicle reports, trip logs and travel documents. Records miles driven daily. May function as a Motor pool chauffeur when needed. Proficient in conducting radio communications. Operates armored/non-armored vehicles. Drives in motorcades for visiting dignitaries such as the U.S. President, Secretary of State, members of Congress, flag military officers etc. as assigned. Instructs rental car drivers in proper motorcade driving when necessary.

Qualifications and Evaluations

Education: Completion of high school is required.

Requirements:

EXPERIENCE: Minimum of two (2) years of experience in driving is required.

JOB KNOWLEDGE: Must have the ability to quickly become knowledgeable of Mission's protocol procedures as it relates to the Front Office. State Department vehicle safety standards. Motor pool rules and regulations. Knowledge of the location of other Missions, host Government institutions, and NGOs. Knowledge of local traffic laws and regulations. Knowledge of in-country travel routes and areas. General awareness of the general political climate in the country related to protests, demonstrations, and riots.

Evaluations:

LANGUAGE: Level II (limited knowledge) in written and spoken English is required. Level III (working knowledge) French is required.

SKILLS AND ABILITIES: Must hold a valid and legally obtained driver's license. Operates level C or D armored vehicle with defensive driving skills are required. Must be exceptionally competent in diagnosing and handling preventive maintenance and first-echelon automotive repairs. Ability to detect

vehicle defects and reports immediately to authorities concerned. Must quickly and calmly evaluate risks and alternative actions always assuring the maximum safety of the principle passenger. Must be able to deal with high-level officials in a relaxed and competent manner. Must have basic computer skills to maintain reports and for communication purposes.

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 Luxembourg receive a compensation package that includes benefits such as a parking allowance and a 13th month bonus.

For Eligible Family Members (EFMs), 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)
- Passport copy or ID copy
- 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 Luxembourg.