



# VACANCY ANNOUNCEMENT

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

**Announcement Number:** Luxembourg-2019-17

**Position Title:** Chauffeur

**Opening Period:** June 4, 2019 – June 23, 2019

**Series/Grade:** LE-1015/3  
FS-1015/BB

**Salary:** LE: EUR 2,907 – 3,917  
FS: USD 23,368 - USD 29,525 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: Full Time (LE: 40 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 a motor vehicle to transport Mission staff, official visitors, or cargo, within the city limits or outside Luxembourg, surrounding areas, as well as across international borders, as needed. Incumbent is directly supervised by the General Services Office Motorpool Supervisor.

Operates a passenger vehicle as per Motorpool Supervisor instructions. Incumbent works a schedule that may include late evening or morning shift. Incumbent may be working on occasional weekends. Transports Mission staff, official visitors, or cargo, within or outside Luxembourg, as well as across international borders, as needed. Performs deliveries for the Mission. Maintains a motor vehicle record by filing the accurate data for mileage, destination, passengers and all maintenance or repair records on the assigned Mission vehicle(s). Ensures proper upkeep of the vehicle(s), including: cleaning, checking fluids and tires, etc.; as well as notifying the Motorpool Supervisor of any known pending routine maintenance, such as changing fluids and filters, and adjusting alignment, and brakes. Makes emergency repairs when needed, such as tire changes. Translates as necessary for USG personnel.

Maintains vehicle in a clean and serviceable condition, to include cleaning of the vehicle's interior and washing the exterior of the vehicle.

#### **Qualifications and Evaluations**

**Education:** Completion of secondary school

#### **Requirements:**

**EXPERIENCE:** Minimum of three years of experience in driving is required with no driving violations.

**JOB KNOWLEDGE:** Must have a good working knowledge of the city of post and its environs, including driving routes and traffic patterns. Must be familiar with the location of hospitals, police and fire stations within post city and its immediate surroundings.

#### **Evaluations:**

**LANGUAGE:** Level III in English is required.

**SKILLS AND ABILITIES:** Must hold a valid and legally obtained driver's license B for a passenger SUV or sedan car. Must have the ability to read maps and plan driving routes. Must have good verbal communication skills, and an ability to handle all persons with professionalism and discretion. Must be able to perform basic vehicle checks on the official vehicle. Must possess intermediate level automotive maintenance skills. As well as a working knowledge of automotive vehicle operations and safety. 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.