



# VACANCY ANNOUNCEMENT

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

**Announcement Number:** Brussels-2019-08-R

**Position Title:** Chauffeur

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

**Series/Grade:** LE-1015/03  
FS-1015/BB

**Salary:** LE: EUR 2,280-EUR 3,013 gross/month  
FS: USD 23,045-USD 25,937 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/Public Trust Certification

**Duration Appointment:** LE: Definite Not to Exceed 1 year (LE). 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.

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:** Serves as chauffeur assigned to the Brussels Marine Security Detachment.

**Qualifications and Evaluations**

**Education:** Lower secondary school required.

**Requirements:**

**EXPERIENCE:** A minimum of two years of experience as a chauffeur or as a driver in commerce or public transportation.

**JOB KNOWLEDGE:** Close familiarity with Brussels area and general familiarity with roads throughout Belgium required. Elementary knowledge of auto mechanics required. Valid driver's license required. Total knowledge of traffic code required. Knowledge of how to act and react in case of accidents.

**Evaluations:**

**LANGUAGE:** Level 2 (Working Knowledge) speaking/Reading/Writing of English, French and Dutch is required. (This may be tested.)

**SKILLS AND ABILITIES:** Ability to drive safely at all times not only vans and sedans, but most Embassy vehicles (License B & C). Ability to use two-way radio correctly and with fluent English pronunciation. Ability to observe and conduct elementary safety/maintenance checks of vehicles according to list on reverse side of trip sheets. Ability to map-read/utilize GPS. Ability to remain cheerful and pleasant with all passengers, regardless of late hours or fatigue. Ability to remain discreet and not repeat any overheard passenger conversations. Ability to pass rigid annual medical chauffeur examination in accordance with Belgian Law. Ability to refrain from smoking while in U.S. vehicles and buildings. Must maintain neat personal appearance, including clean, pressed uniforms, shirts and shined shoes. Must be able to work on rotating shift schedule.

**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's, 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/Public Trust certification. 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 or ID card copy
- Driver's License B & C
- 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.