

UNITED STATES MISSION IN CANADA, VACANCY ANNOUNCEMENT 490 SUSSEX DRIVE

Current Status: PUBLISHED

Location: OTTAWA, CANADA

CHAUFFEUR VACANCY NUMBER: 18-069

Today is Wednesday, September 19, 2018

OPEN TO: All Interested Candidates / All Sources

POSITION: Chauffeur **Grade:** Chauffeur Grade: FSN-3, FP-BB*

*Final grade/step a FP pay scale will be determined by

Washington

OPENING DATE: Thursday, September 20, 2018

CLOSING DATE: Thursday, October 4, 2018

WORK HOURS: Full time; 42 hours per week

Please Note: Applicants must be able to work a 24-hour

rotating shift schedule.

SALARY: FSN-3/1, 18,88 CAD per hour

FP-BB/1, 11,04 USD per hour

*Final grade/step a FP pay scale will be determined by

Washington

LENGTH OF HIRE:Indefinite subject to successful completion of

probationary period.

NOTE: THIS POSITION REQUIRES LOCAL SECURITY

CERTIFICATION OR PUBLIC TRUST

The U.S. Embassy in OTTAWA is seeking an individual for employment in CANADA for the position of Chauffeur in the U.S. Embassy Ottawa.

BASIC FUNCTION OF POSITION

The incumbent serves as a chauffeur for members of the U.S. Marine Corps detachment, and performs any related tasks as required. She/He drives individual Marines to and from the Embassy and Marine House, and throughout the city of Ottawa and its environs in connection with official business. The incumbent maintains the official vehicle in good working condition and prepares all documentation in connection with it. The incumbent will work 42 hours a week with rotating shift three 8 and one 10 hour shift, which are set by the Detachment Commander. Please note this

is a 24/7 operation.

Must be at least 25 years of age.

Must possess a current valid driver's license with no demerit points. Must possess a current valid passport and be able to enter the U.S. Must be able to work shift work.

QUALIFICATIONS REQUIRED

NOTE: Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- **1. Education:** Must have successfully completed high school.
- **2. Experience:** The incumbent must have 2 years as a professional driver.
- 3. Language: Level III English (good working knowledge).
- **4. Knowledge:** Must have a good working knowledge of the city of Ottawa and its environs, including driving routes and traffic patterns. Must have knowledge of good defensive driving techniques and personal security procedures. Must be familiar with the location of hospitals, police and fire stations within Ottawa and its immediate surroundings.
- **5. Skills and Abilities:** The incumbent must be 25 years or older. Must possess a valid driver's license with an excellent driving record. 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 tact, diplomacy, and discretion. Must be able to perform basic repairs and preventative maintenance on the official vehicle.
- **6. Interpersonal Skills:** The incumbent must exercise good judgement in determining the most efficient routes for driving to and from destinations. She/He must also exercise good judgement in prioritizing and planning his/her daily tasks. Must exercise judgement in connection with taking appropriate action in performing duties to ensure the security and safety of passengers transported in the official vehicle.

SELECTION PROCESS

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.

ADDITIONAL SELECTION CRITERIA

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

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.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission Canada may receive a compensation package that may include health, separation, and other benefits.

For EFMs, benefits should be discussed with the Human Resources Office. The pay plan is assigned at the time of the conditional offer letter by the HR Office.

TO APPLY

All candidates must be able to obtain and hold a required level of clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site or Mission Canada website at https://ca.usembassy.gov/embassy-consulates/jobs/ or by contacting Human Resources Office.

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

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

DS-174
Copy of Orders/Assignment Notification (or equivalent)
Residency and/or Work Permit
Passport copy
Degree (not transcript)
Degree with transcript
Driver's License, if required by a position
DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
SF-50 (if applicable)

Letter(s) of recommendation List of references

SUBMIT Email your application to ottawahr@state.gov and

APPLICATION TO: reference Vacancy Announcement number.

POINT OF CONTACT: ottawahr@state.gov

Phone:

DEFINITIONS

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

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

CLOSING DATE FOR THIS POSITION: THURSDAY, OCTOBER 4, 2018

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.

APPROVAL INFORMATION	
Vacancy Number: 18-069	Position Number: 316001-NMC04
Post: OTTAWA	Date: September 19, 2018
Title: Chauffeur	•
Prepared by:HROttawa Clearance 1:	
Cital ance 1.	
Signatures:	Date:
Clearance 2:	
Signatures:	Date:
Vacancy Remarks (if any): (Note: Vacancy Remarks will not be published on the announcement)	