

UNITED STATES MISSION IN CANADA, VACANCY ANNOUNCEMENT 490 SUSSEX DRIVE

Location: OTTAWA, CANADA

# CHAUFFEUR VACANCY NUMBER: 18-050

Tuesday, August 21, 2018
This Vacancy is **Open** 

**OPEN TO:** All Interested Candidates // All Sources

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

**OPENING DATE:** Tuesday, August 21, 2018

**CLOSING DATE:** Tuesday, September 4, 2018

**WORK HOURS:** Seasonal/Intermittent (Irregular)

**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:**N/A

NOTE: THIS POSITION REQUIRES LOCAL SECURITY

CERTIFICATION OR PUBLIC TRUST

The U.S. Embassy in OTTAWA is seeking individuals for employment in CANADA for the position of Chauffeur in the General Services Office.

# **BASIC FUNCTION OF POSITION**

Operation of a USG-owned or leased motor vehicle in a safe, efficient manner for the official transportation of passengers and/or cargo in the vehicle. Functions as post messenger of documents/items, as directed.

## 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:** Completion of secondary school.
- **2. Experience:** Minimum of one year of chauffeur experience on all types of vehicles without serious moving violation or accident.
- **3. Language:** Level III (good working knowledge) reading/writing/speaking English

- **4. Knowledge:** Incumbent must possess knowledge of the roads within Ottawa and its surrounding areas, including knowledge of driving routes and traffic patterns, knowledge of the local airport and customs formalities and be familiar with the location of hospitals, police and fire stations in Ottawa.
- **5. Skills and Abilities:** Incumbent must possess a current valid Class G driver's license or higher with no demerit points, knowledge of defensive driving techniques and personal security procedures and be able to perform basic repair and preventative maintenance on official vehicles.
- **6. Interpersonal Skills:** Jobholder must possess strong communication skills and possess good judgement and manners.

## 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

DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)

SF-50 (if applicable)

List of references

SUBMIT APPLICATION TO: Email your application to ottawahr@state.gov and

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: TUESDAY, SEPTEMBER 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.