

**CHAUFFEUR/DRIVER, FSN-3: FP-BB**

**ANNOUNCEMENT NUMBER: 04-242**

**OPEN TO:** All interested candidates

**POSITION:** Chauffeur/Driver, FSN-3; FP-BB

**LOCATION:** Cape Town

**OPENING DATE:** November 4, 2004

**CLOSING DATE:** November 18, 2004

**WORK HOURS:** Full-Time: 40 hours work/week

**SALARY:** \*EFM/MOH/NOR:  
Position Grade: FSN-3; FP-BB

\*Ordinarily Resident: R55,113 per annum, plus benefits

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT ALLOWING APPLICATION FOR A WORK PERMIT BEFORE BEING ABLE TO APPLY. IF THE APPLICANT HAS NOT HAD DIRECTLY RELEVANT EXPERIENCE, THE APPLICANT MAY BE HIRED AT A TRAINEE LEVEL BELOW THE FULL PERFORMANCE LEVEL. APPLICANTS NOT CONTACTED WITHIN 30 DAYS SHOULD CONSIDER THE APPLICATION UNSUCCESSFUL. APPLICANTS INTERVIEWED WILL BE ADVISED IN WRITING OF THE RESULTS OF THE INTERVIEW.

The U.S. Consulate in Cape Town is seeking the services of a Chauffeur/Driver.

**BASIC FUNCTION OF POSITION**

The incumbent will operate a passenger vehicle in accordance with instructions from Dispatcher or DET Commander to transport Marine Security Guards and when necessary Embassy/Consulate personnel and official visitors within the city and surrounding areas. Performs messenger duties as directed. Maintains vehicle in clean and serviceable condition; performs minor maintenance. Completes trip sheets, gas records and vehicle inspection reports.

A copy of the complete position description listing all duties and responsibilities is available in the Consulate Office. Contact Des Fray at (021) 421-4316

## **QUALIFICATIONS REQUIRED**

**NOTE:** All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. Completion of Junior Certificate or Grade 9 required.
2. Five years accident-free experience driving commercial and passenger vehicles including chauffeur duties.
3. Level II English ability and Afrikaans or Xhosa required.
4. Must be familiar with all traffic rules and regulations. Limited knowledge of vehicle maintenance.
5. Must have local driver's license, Code 8 required. Must be able to perform minor vehicle maintenance and pass medical/ocular examination.

## **SELECTION PROCESS**

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

## **TO APPLY**

Interested candidates for this position should submit the following:

1. Application for Federal Employment SF-171 for American positions and OF-612 or current resume addressing all requirements for South Africans.
2. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the minimum requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

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**Attention:** U.S. Consulate  
P O Box 6773  
CAPE TOWN  
8012

## **POINT OF CONTACT**

Des Fray

Telephone: (021) 421-4280 X2323

Fax: (021) 421-4316

## **DEFINITIONS**

1. Appointment Eligible Family Member (EFM): U.S. citizen spouse or U.S. citizen child as referred to in 6 FAM 111.3, paragraph 1) who is at least 18 years of age; 2) and who is on the travel orders of a U.S. citizen Foreign or Civil Service employee or military service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad and under Chief of Mission authority; 3) is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 4) does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniformed services.
2. Member of Household (MOH): 1) Person who has accompanied, but is not/not on the travel orders a U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. foreign service post or establishment abroad; 2) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) will reside at post with the employee.
3. Ordinarily Resident (OR): A citizen of South Africa or a citizen of another country who has residency in South Africa and has the required work and/or residency permit for employment in South Africa.
4. Not-Ordinarily Resident (NOR): A non-South African citizen (U.S. citizen or foreign national) who, although legally resident in South Africa, is not permanently resident. U.S. citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under South African law.

**CLOSING DATE FOR THIS POSITION:** November 18, 2004

**Approved:** HRO:M.Sterenberg  
ADM:E.Hinson

**Cleared:** HRMS:L.Jordaan  
CPT:M.Spivak

**DRAFTED:**STLHAABYE