



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

**Vacancy Announcement No. 2009-10**

**October 22, 2009**

**Open To:** All Interested persons  
**Position:** GSO Driver FSN-1015-3  
**Opening Date:** October 23, 2009  
**Closing Date:** November 6, 2009  
**Work Hours:** Full-time; 40 hours/week

## **BASIC FUNCTION OF POSITION**

Operates motor vehicles to transport passengers and cargo. Maintains vehicles in a clean and serviceable condition at all times, signaling mechanic in a timely manner for required repairs. Works under the direction of the Motor pool Dispatcher.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **% OF TIME**

- Operates passenger motor vehicles in accordance with Dispatcher's instructions to transport Embassy personnel, official visitors, or official messages within Burundi. 50%
- Operates cargo vehicles in accordance with Dispatcher's instructions to transport furniture, air freight, diplomatic pouches, trash and yard waste, as required. 30%
- Completes trip tickets on all vehicle movement, securing passenger signatures as required. 10%
- Maintains vehicles in clean & serviceable condition, and performs other tasks as assigned. 10%

## **DESIRED QUALIFICATIONS**

- A. Education: *3 years of secondary/technical school required.*
- B. Prior Work Experience: *3 years of continuous safe driving required.*
- C. Post Entry Training: *N/A*
- D. Language Proficiency: *French Level II, English Level I, Kirundi and Swahili Level III required.*
- E. Knowledge: *Geography of Bujumbura and Burundi required.*
- F. Skills and Abilities: *Driver's license, ability to drive safely, knowledge of government offices and embassies/NGO offices.*

**POSITION ELEMENTS**

- G. Supervision Received/How work is assigned: *Dispatcher assigns specific trip.*
- H. Employee response: *Drives appropriate vehicle to/from specified location.*
- I. How work is reviewed: *Dispatcher, and occasionally, GSO examine trip ticket.*
- J. Available Guidelines: *Burundi traffic law, oral and written guidelines furnished to drivers.*
- K. Exercise of Judgment: *N/A.*
- L. Authority to Make Commitments: *N/A.*
- M. Nature, Level and Purpose of Contacts: *Limited to interaction with passengers and people to whom items are delivered.*
- N. Supervision Exercised: *N/A.*
- O. Time Required to Perform Full Range of Duties after Entry into the Position: *3 months.*

**ADDITIONAL SELECTION CRITERIA**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

**TO APPLY**

Interested candidates for this position should submit the following:

- Application for Federal Employment (OF-612) form.
- A current resume.
- Documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the minimum requirements of the position as listed above are required.

The application form is available on the U.S. Embassy Bujumbura internet site at <http://burundi.usembassy.gov/resources/employment-opportunities>.

**CLOSING DATE FOR THIS POSITION: November 6, 2009 at 12 noon.**

**SUBMIT APPLICATION TO:**

American Embassy Bujumbura  
Avenue des Etats-Unis  
B.P 1720 Bujumbura  
Ref.: Position Title

*The US Mission in Bujumbura is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.*