



AMERICAN CONSULATE, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER:HYD-09-02

The U.S. Consulate in Hyderabad is seeking an individual for the position of Chauffeur in the Management Office.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-1015-03, HYA-527006,
(Personal Services Agreement)

OPENING DATE: November 9, 2009

CLOSING DATE: November 13, 2009

WORK HOURS: Full-time; 48 hours/week; Shift duty

SALARY: Not Ordinarily Resident: Grade: FP-BB
Ordinarily Resident: Grade: FSN-3*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTION OF POSITION

- Provides Chauffeur services mission wide in order to transport mission employees on official duty to and from specified places whenever needed.
- Responsible for safe operation of mission vehicles in conformity with Indian and U.S. Government traffic regulations.
- Maintains vehicle trip tickets and submits to dispatch office daily. Performs daily and weekly preventive maintenance checks and reports defects to the dispatch office.
- Perform minor repairs while on field trips and Act as a route guide for passenger during field trips and assists with translation when required.
- Performs other duties as assigned by supervisors or dispatcher.

QUALIFICATIONS REQUIRED

1. Completion of high school (Class X) is required.
2. Must have a minimum of three years of driving experience.
3. Level II (Limited knowledge) in English and Hindi is required.
4. Knowledge of automotive preventive maintenance, traffic regulations and road conditions and Hyderabad area destinations/routes used regularly for Mission business is essential.
5. Must possess a heavy motor vehicle License (Please attach a copy of the license. Applications that do not have a copy of the license will not be accepted.)

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

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

3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01 available on website

http://hyderabad.usconsulate.gov/job_opportunities.html

2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO

U. S. Consulate General,
Human Resources Office
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad - 500003.

FAX: 4033-8301

Or

E-mail: Hyderabadvacancies@State.gov

Please insert "**VA# HYD-09-02**" (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. **EFM**: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently

assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.

2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **November 13 , 2009.**

Cleared by: MO - William Boyle

Approved by: MO - William Boyle

AN EQUAL OPPORTUNITY EMPLOYER