



# U. S. MISSION

## Vacancy Announcement

Riyadh – Jeddah - Dhahran

16-131	VACANCY ANNOUNCEMENT - JEDDAH	10/30/2016
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OPEN TO	ALL INTERESTED CANDIDATES
POSITION	CHAUFFEUR, FSN-03 POSITION NUMBER: 100063
OPENING DATE	SUNDAY, OCTOBER 30, 2016
CLOSING DATE	SUNDAY, NOVEMBER 6, 2016 @ 1700 HRS (local Saudi time)
WORKING HOURS	FULL TIME, 48 HOURS/WEEK
SALARY	<p><b>* ORDINARILY RESIDENT (OR):</b>            POSITION GRADE FSN-03, SR 62,119 (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES).</p> <p><b>*NOT ORDINARILY RESIDENT (NOR):</b>            POSITION GRADE: FP-BB, US\$ 22,502 PER YEAR            -- SUBJECT TO CHANGE BASED ON THE HIRING MECHANISM            -- FINAL GRADE/ STEP FOR NORs WILL BE DETERMINED BY WASHINGTON.            --U.S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY</p>

**NOTE:**

- ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED TRANSFERABLE WORK PERMIT TO BE ELIGIBLE FOR CONSIDERATION.
- THE “OPEN TO” CATEGORY LISTED ABOVE REFERS TO CANDIDATES WHO ARE ELIGIBLE TO APPLY FOR THIS POSITION. THE “OPEN TO” CATEGORY SHOULD NOT BE CONFUSED WITH A “HIRING PREFERENCE” WHICH IS EXPLAINED LATER IN THIS VACANCY ANNOUNCEMENT.
- THE SELECTED CANDIDATE MUST BE ABLE TO PROVIDE RELEASE OF SPONSORSHIP UPON DEMAND AND START WORK WITHIN 45 DAYS OF RECEIPT OF AGENCY AUTHORIZATION AND/OR CLEARANCES/CERTIFICATIONS, OR THEIR CANDIDACY MAY NOT BE CONSIDERED.

The U.S. Mission in Jeddah, Saudi Arabia is seeking eligible and qualified applicants for the position of Chauffeur in the Motorpool Section.

**BASIC FUNCTION OF POSITION**

Serves as a Marine Chauffeur, driving armored/non armored sedans, pickup trucks, vans, and SUVs to transport Marines in and around Jeddah. Incumbent is responsible for safe operation of the vehicle, assessing the security situation/threat on roads, and ensuring the passengers' safety. Incumbent is also responsible for the day to day preventive maintenance checks and servicing of vehicle on a daily basis as well as be able to identify mechanical deficiencies that degrades the vehicle operation and effect its performance. Work may include working in split shifts.

**QUALIFICATIONS REQUIRED**

*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 Required.
2. **EXPERIENCE:** Minimum two years of driving experience as a hired driver in Jeddah is required.
3. **LANGUAGE REQUIREMENTS:** Arabic Level III (Good working knowledge – Reading, writing, speaking) and English Level II (Limited working knowledge - Reading, writing, speaking) required. Skills will be tested.
4. **SKILLS & ABILITIES:** Incumbent inspects, cleans, and performs first level maintenance on assigned vehicles. Incumbent must have a valid Saudi driving license; Incumbent must be defensive to avoid accidents and blockages. Able to assist traveling officers and families at airport as needed. Able to assist with basic translation (Arabic-English/English-Arabic) for passengers as needed.
5. **JOB KNOWLEDGE:** Knowledge of Saudi Arabia traffic laws and safe driving rules. Familiar with Jeddah streets and the locations of stores, souqs, residences of Consulate officer, other Consulate and diplomatic missions and residences, and local attractions.

**FOR FURTHER INFORMATION:** The complete position description listing the duties and responsibilities may be obtained by sending an email to the Human Resources Office (email address: [HRORiyadh@state.gov](mailto:HRORiyadh@state.gov)).

**HIRING PREFERENCE SELECTION PROCESS:**

When qualified, 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 determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER**

- 1) AEFM/USEFM who is also a preference-eligible U.S. Veteran\*
- 2) AEFM/USEFM
- 3) FS on Leave without Pay (LWOP)\*\*

**\*IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR Office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\*This level of preference applies to all Foreign Service Employees on LWOP.

### **ADDITIONAL SELECTION CRITERIA**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Currently OR employees serving a probationary period are not eligible to apply. Current OR employees with an overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Currently NOR employees hired on a Family Member Appointment (FMA) or a Personal Services Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the needed security clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

### **HOW TO APPLY**

**Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.**

1. Universal Application for Employment (UAE) (DS-174), which is available on our website or by contacting Human Resources (See "For Further Information" above);
2. A clear copy of valid Saudi / GCC identity card or iqama card / work permit.
3. A clear copy of valid Saudi driver's license.
4. Any additional documentation that supports or addresses the requirements listed above (e.g. educational certificates or copies of degrees earned, copy of essays, awards and certificate of employment).

### **WHERE TO APPLY:**

**Please use the following subject line and format in your email.** Failure to use the subject line and format below may result in your application not reaching the required application folder for further consideration.

**EMAIL SUBJECT: Jeddah-VA16-131- CHAUFFEUR**

**SUBMIT THE APPLICATION AND ALL OTHER DOCUMENTS AS A SINGLE FILE IN PDF  
FORMAT TO EMAIL ADDRESS [HRORIYADH@STATE.GOV](mailto:HRORIYADH@STATE.GOV).**

*(Note: Multiple files will not be considered)*

**NOTE: DUE TO THE HIGH VOLUME OF APPLICATIONS RECEIVED, WE WILL ONLY CONTACT APPLICANTS WHO ARE BEING CONSIDERED. THANK YOU FOR YOUR UNDERSTANDING.**

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission in Saudi Arabia 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**APPENDIX (DEFINITIONS)**

**Eligible Family Member (EFM):** An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or s-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or s-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or s-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e. a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute of Taiwan; **and**
- Is under the Chief of Mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or s-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and is under Chief of Mission authority; **or**
- Resides at an involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. citizen; **and**
- Spouse or s-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under Chief of Mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the Foreign Service or Civil Service.

**Member of Household (MOH):** An individual accompanies or joins a sponsoring employee, i.e. sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- 1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- 2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- 3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is a local resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.