

U.S. MISSION

DHAKA

ANNOUNCEMENT NUMBER:

Dhaka-2019-026

POSITION TITLE:

OBO Chauffeur

OPENING PERIOD:

May 27, 2019 – June 03, 2019

SERIES/GRADE:

LE 1015 FSN-4; FP-AA*

SALARY:

(Salary approx. Tk. 43,000 per month)

*Actual FS salary determined by Washington D.C.

FOR MORE INFO:

Human Resources Assistant
Telephone #88 02 5566 2000 (between 10 a.m. to 11 a.m. Sunday through Thursday)

WHO MAY APPLY:

All Interested Applicants/All Sources

SECURITY CLEARANCE REQUIRED:

Local Security Certification

DURATION APPOINTMENT:

This position is temporary and will not exceed two years from hire date.

We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

The U.S. Mission in Dhaka is seeking eligible and qualified applicants for the position of **OBO Chauffeur**.

THE WORK SCHEDULE FOR THIS POSITION IS: Full-time; 48 Hours/6 days per week.

START DATE: Candidate must be able to begin working within a reasonable period of time (4 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

SUPERVISORY POSITION: No

DUTIES: Serves as Driver for OBO Construction Project Office transporting Project Director (PD), Construction Engineer (CE), technical and management team and OBO visitors, collecting pouches, cargo, picking up office supplies and various office operation support tasks directed by the Administrative Assistant (AA).

Qualifications and Evaluations

EDUCATION: Minimum Secondary School/High School graduation is required. *(You must attach a copy of your school certificate along with your application form.)*

Requirements:

EXPERIENCE: Three years of professional driving experience in a reputed organization. Also, should have an acceptable safety record in prior driving experience.

Evaluations:

LANGUAGE: Level II (Limited Knowledge) speaking/reading/writing English and level III (Good Working Knowledge) speaking, reading & writing in major local language is required. This may be tested.

SKILLS AND ABILITIES: Possession of a valid Bangladeshi driver's license with class "B" or higher. *(You must attach a copy of your valid driver's license along with your application form.)* This may be tested.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

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.

Benefits: The pay plan is assigned at the time of the conditional offer letter by the HR Office.

Other information:

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.

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>

How to Apply: All candidates must be able to obtain and hold a Local Security Certification clearance. Applicants must submit a Universal Application for Employment (DS-174) [Application form](#) which is also available on our website at <http://bd.usembassy.gov/> (Click on Embassy, click on ‘Job at the Embassy’, will take you to “Job Openings at the Embassy”); blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepalese & Vatican Embassies).

Applicants must provide the required documentation listed below with the application either by regular mail (postal service) or deliver by hand to the South barrier of the U.S. Embassy to be considered. Failure to do so may result in a determination that the applicant is not qualified.

To apply for this position, applicants should submit the documents listed below.

Required Documents:

- DS-174
- Residency and/or Work Permit (If applicable)
- National ID/Passport copy
- Degree (certificate not transcript)
- Driver's License (if position requires driving vehicles)
- Certificate or License (i.e. trade school course certificate, nursing license etc. as/when required for the position)
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- List of references
- Recent Passport size photo

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via phone.

Thank you for your application and your interest in working at the U.S. Mission in Dhaka.