Vacancy Announcement

U.S. Mission  China

Announcement Number:  Shanghai-2018-011-R

Position Title:  Chauffeur

Opening Period:  May 18, 2018 – May 31, 2018

Series/Grade:  LE-1015-3


For More Info:  Human Resources Office
American Consulate Shanghai, China
No.1469 Huai Hai Zhong Road, Shanghai 200031
Email:  ShanghaiRecruitment@state.gov
Fax:  86-21-6121-2179
(Please specify the position title in the subject line.)

Website:  https://china.usembassy-china.org.cn/embassy-consulates/shanghai/

Who May Apply:  USEFM is FP-BB USD 23,045p.a. Actual salary will be determined by Washington D.C.

•  All Interested Applicants / All Sources

Security Clearance Required:  Local Security Certification

Duration Appointment:  Indefinite subject to successful completion of probationary period

Marketing Statement:  We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply.

Summary:  The U.S. Mission in Shanghai is seeking eligible and qualified applicants for the position of Chauffeur.

The work schedule for this position is:
•  Full Time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.
Supervisory Position: No

Duties: The Chauffeur reports to the motor pool supervisor, and is a member of a motor pool section that comprises of 11 drivers. The Chauffeur drives all vehicles that are part of motor pool fleet including shuttle, van, minivan, box truck, sedan, forklift, etc. The Chauffeur drives consulate staff, official visitors and Eligible Family Members at post around our consulate district for official trips, and must wear a consulate provided uniform and maintain a professional personal appearance.

Qualifications and Evaluations

Education: Completion of secondary school is required

Requirements:

EXPERIENCE: Two (2) years of previous professional driving experience is required.

JOB KNOWLEDGE: Must know well local traffic laws and local road situations for both Shanghai and nearby cities.

Evaluations:

LANGUAGE:
Level 1 (Rudimentary Knowledge) Speaking/Reading/Writing of English is required. Level 2 (Limited Knowledge) Speaking/Reading/Writing of Chinese is required.

SKILLS AND ABILITIES:
- Must have valid A1/A2 license, which allows the Chauffeur to drive all Consulate vehicles including shuttle bus, forklift and box truck.
- Must have basic automobile maintenance skills.

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.

All applicants must have the required work and/or residency permits to be eligible for consideration.

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](https://careers.state.gov/downloads/files/definitions-for-va)

How to Apply: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

SUBMIT APPLICATION TO
Human Resources Office
American Consulate Shanghai, China
No.1469 Huai Hai Zhong Road, Shanghai 200031
Email: ShanghaiRecruitment@state.gov
(Please specify the position title in the subject line.)

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 email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

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