



USAID
FROM THE AMERICAN PEOPLE

JOB VACANCY ANNOUNCEMENT

CHAUFFEUR

The U.S. Agency for International Development (USAID/Philippines) has an immediate need for a Chauffeur who will be posted in the Executive Office (EXO) of USAID/Philippines. The incumbent works under the general supervision of the Supervisory Executive Specialist and receives daily dispatching/direct supervision from the Administrative Assistant (primarily in coordination with the Mission Director's Administrative Assistant); operates the official USAID vehicles in support to the programmatic needs of USAID/Philippines Mission and serves as back-up to the primary Mission Director Driver and vice-versa. The incumbent shall supplement the function of the primary driver in responding to the transportation requirements of the Mission's Program Offices. The incumbent is responsible for the daily vehicle inspection/upkeep and for notifying the supervisor of any mechanical defects in the vehicle.

The Chauffeur is responsible for driving official USAID vehicles to: transport employees and official visitors in the conduct of official business; transport expendable and non-expendable supplies, equipment, and furnishings; and, as needed on special occasions, provide back-up assistance to the U.S. Embassy Motor Pool.

Duty Hours: Regular duty shall be 40 hours per week. Daily 8 hours duty period shall be between 6 am to 3 pm OR 10 am to 7 pm, Monday to Friday. Daily Duty Hours could change depending on the Mission's requirement.

The candidate must meet the following Evaluation Criteria:

- * Education (15%) Completion of Secondary school is required.
- * Work Experience (20%) Two years of chauffeur experience is required, with some of this experience obtained from U.S. Government agencies, Philippine government agencies, international organizations, or non-government organizations where English language is routinely used in the workplace.
- * Job Knowledge (25%) Thorough knowledge of the Philippine traffic rules and regulations and defensive driving techniques. Must have substantial knowledge of the streets, roads and alternate routes in the Metropolitan Manila area and in nearby provincial areas. Must be familiar with the location of important office buildings and structures as well as various Philippine government offices and the road systems throughout the prime areas of Metro Manila and nearby provincial areas.
- * Skills and Abilities (20%) Must be capable of exercising defensive driving skills in situations requiring special precaution or evasive action for the safety of the passengers. Must have the ability to identify vehicle malfunctions and perform minor repair maintenance. Must have the ability to establish and maintain effective communication and relationship with senior officials, employees and supervisor. Must have a Professional Driver's license appropriate to the vehicles operated. The ability to deal tactfully with passengers and other drivers in order to defuse and resolve difficult and potentially volatile situations that may arise during travel is required. Patience and persistence in interacting with working level employees of governmental and non-governmental offices to obtain documents is essential. The ability to exercise sound judgment in selecting the most appropriate routes at any given time is required. Ability to complete incident reports accurately is required.
- * Communication Skills (20%) Incumbent must be able to read manufacturers' operating manual for his/her assigned vehicle. Incumbent must be able to read a wide variety of forms and complete them accurately and legibly. Incumbent must be able to take oral instructions over the radio and transmit instructions the same way. And, incumbent must be able to speak English sufficiently well to be understood by typical USAID visitors.

The compensation package includes mid-year and year-end bonuses, health and life insurance, and a supplementary retirement plan. The salary offer will be based on a combination of the candidate's salary history and of the organization's pay plan and will be within the annual range of Php 337,714.00 to Php 513,483.00.

Note:

- *USAID reserves the right to reject any and all applicants. Only short-listed candidates will be notified.*
- *This position is open for Philippine local residents only.*

**Application letter and comprehensive resume must be received
no later than June 10, 2016 via email at aidmnlhr@usaid.gov**