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**UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT**

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No. 101

Job Vacancy

August 22, 2007

Note: US and third country citizens who are not Family Members of USG employees officially assigned to post and under Chief of Mission authority must attach copies of required work and/or residency permits for Colombia to be eligible for consideration.

OPEN TO: All interested candidates

POSITION: Truck Driver, FSN-4; FP-AA*

OPENING DATE: Wednesday, August 22, 2007

CLOSING DATE: Thursday, September 6, 2007

WORK HOURS: Full time; 48 hours/week

SALARY: *Not-Ordinarily Resident: US \$22,902 (starting annual salary)
(Position Grade: FP-AA to be confirmed by Washington)

Ordinarily Resident: Col. Ps.19.492.639 (starting annual salary)
(Position Grade: FSN-4)

The U.S. Embassy in Bogotá is seeking an individual for the position of Truck Driver in the Narcotics Affairs Section (NAS), Warehouse and Shipping Unit.

BASIC FUNCTION OF POSITION

Incumbent operates NAS vehicles to transport passengers or cargo. S/he serves as chauffeur, truck driver and forklift operator.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education: Completion of elementary school is required.
- b. Prior Work Experience: Three years of chauffeur experience is required, of which at least one year must have been as a heavy equipment operator.
- c. Language Proficiency: Spanish Level IV (fluent) is required; English is not required.
- e. Knowledge: Good knowledge of mechanics is required. Thorough knowledge of local traffic laws and Bogota and surrounding areas is required.
- f. Skills and abilities:
 - Must possess a valid Colombian driver's license appropriate to drive vehicles (category V). Please attach copy of the driver license.

ABIERTO A:	Todos los candidatos interesados
CARGO:	Conductor de Camión, FSN-4; FP-AA*
FECHA DE APERTURA:	Miércoles, Agosto 22 de 2007
FECHA DE CIERRE:	Jueves, Septiembre 6 de 2007
HORARIO DE TRABAJO:	Tiempo completo; 48 horas por semana
SALARIO:	Residentes Ordinarios: Col. Ps. 19.492.639 (salario inicial anual) Grado de la posición: FSN-4 *Residentes No Ordinarios: US \$22,902 (Salario inicial anual) Grado de la posición: FP-AA

FUNCIONES BÁSICAS DEL CARGO:

El candidato opera los vehículos de la Sección de Narcóticos (NAS), trasporta pasajeros y carga. Desarrolla funciones como conductor de vehículos, camiones y operador de montacargas.

REQUISITOS:

NOTA: Todos los aspirantes deben cumplir con cada uno de los requisitos detallados a continuación y deben tener información suficiente que los respalde.

- a. Educación: Se requiere haber completado los estudios de primaria.
- b. Experiencia Previa: Se requiere tres años de experiencia como conductor, de los cuales, al menos un año debe ser como operador de maquinaria pesada.
- c. Idiomas: Se requiere nivel IV de español (fluido); no se requiere inglés.
- e. Conocimientos: Se requieren un buen conocimiento de mecánica. Se requiere excelente conocimiento de las leyes de tránsito, así como de Bogotá y sus alrededores.
- f. Habilidades:
 - Se requiere licencia de conducción **vigente**, apropiada para operar vehículos (categoría 5). Favor adjuntar copia de la licencia de conducción.

LAS SOLICITUDES **NO** SE DEVOLVERAN. LOS CANDIDATOS DEBEN CONSERVAR UNA COPIA EN SU ARCHIVO PARA PODER APLICAR A FUTURAS VACANTES.

LAS SOLICITUDES SE RECIBIRAN EN LA OFICINA DE RECURSOS HUMANOS HASTA EL **JUEVES, 6 DE SEPTIEMBRE DE 2007.**

LANGUAGE TESTING PROCEDURES:

Most of the positions at the Embassy require specific levels of both Spanish and or English. After the preliminary screening of the applications, those that meet all of the requirements will then be scheduled for the required language examinations if needed. English language examinations are given at First Class English at a cost of 40,000 (Colombian pesos). Spanish Examinations are presently given at the Embassy at no cost. You will be contacted and given the procedures for each examination.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans 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 Locally Employed Staff (LES) are ineligible to apply for advertised positions within the first six months of employment in their current position.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current Locally Employed Staff (LES) applying for positions within the mission: the overall summary rating (section 3) of the employee's most recent performance evaluation must be Good or better for the employee to be eligible to apply for advertised vacancies within the Mission. If not, post HR must place the employee's application as "Not Eligible".

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612)
<http://bogota.usembassy.gov/wwwspers.shtml>, or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Colombian Citizens (FSN) must submit a Foreign National Employment application form and may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page <http://bogota.usembassy.gov/wwwspers.shtml>.

5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

“US Citizen EFMs and EFMs may apply for positions as soon as the sponsor has orders assigning him or her to Embassy Bogotá”.

SUBMIT APPLICATION TO

American Embassy Bogotá
Human Resources Office
Attention: Recruitment Unit
Carrera 45 No. 24B-27

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. All other applicants must submit applications by hand; faxes will not be considered.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

DEFINITIONS

1. Appointment Eligible Family Member (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen
- Spouse or child who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;

- Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority, and who do not meet the definition of AEFM above.

3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted his/her main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and EFMs of FS, CS, and uniform service members who are eligible for employment under an American USG pay plan, on travel orders, and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

6. Foreign Service National (FSN): A citizen of the host country.

CLOSING DATE FOR THIS POSITION: **THURSDAY, SEPTEMBER 6, 2007**

The US Mission in Colombia 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.