

VACANCY ANNOUNCEMENT

REVISED:

APPLICANTS WHO RESPONDED TO VACANCY ANNOUNCEMENT GS01-2021 NEED NOT APPLY AS THEIR APPLICATION WILL BE CONSIDERED

REVISION: revised qualifications

U.S. Mission: U.S. Embassy Sofia

Announcement Number: GSO2-2021

Position Title: CHAUFFEUR On-Call

Opening Period: November 23 – November 30, 2021

Series/Grade: LE 1015 3

Compensation: BGN 9.75 per hour

For More Info: Human Resources Office
U.S. Embassy Sofia
16 Kozyak, 1408 Sofia
E-mail: Sofia_Applications@state.gov

Who May Apply: All Interested Applicants

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Security Clearance Required: Local Security Certification

Duration Appointment: Time-limited contract not to exceed 30 days in a calendar year on as needed basis

Summary: The U.S. Embassy in Sofia is seeking individuals to serve as **chauffeurs**.

The work schedule for this position is **intermittent** – on as needed basis up to 30 days in a calendar year.

Start date: On call (on as needed basis)

Duties: Drives an official vehicle in Sofia and its environs and, on occasion, to distant points in Bulgaria.

Qualifications Required:

EDUCATION: Completion of high school is required.

EXPERIENCE: Minimum three years of professional driving experience in Sofia area is required.

JOB KNOWLEDGE: Must have total familiarity with Sofia streets. Must be familiar with safe-driving techniques. Must have an understanding of embassy operations as they relate to diplomatic customs.

LANGUAGE (this may be tested):

- Limited speaking/reading/writing English is required.
- Good working knowledge speaking/reading/writing Bulgarian is required.

SKILLS AND ABILITIES:

- Valid Bulgarian professional driving license category "C".
- Ability to read maps and plan driving routes.
- Good verbal communication skills, and an ability to handle all persons with professionalism and discretion.
- Must be able to perform basic vehicle inspection and must possess intermediate level automotive maintenance skills.
- Must have basic computer skills to maintain reports and for communication purposes.

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 to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Benefits: The US Mission does not provide benefits package for this appointment.

How to Apply: All candidates must be able to obtain and hold a local security certification. Applicants must submit their resume to Sofia_Applications@state.gov by November 30, 2021, end of the day.

Only applications received in the Human Resources Office before the closing date of this job notice will be considered. Only short-listed candidates will be contacted for testing and interview.

Thank you for your application and your interest in working at the U.S. Mission in Sofia, Bulgaria.