



#### 14. Major Duties and Responsibilities

% of Time

##### Driving

100%

The incumbent serves as chauffer for Defense Attaché Office (DAO), attaches, staff members, eligible family members and visitors. Drives personnel to meetings, functions, ceremonies and events of official and representational nature both during and after normal duty hours.

Act as unclassified courier for the Defense Attaché Office. Delivers unclassified communications to/from various Colombian government offices (e.g. Ministry of Defense, etc.) as well as other embassies. Pays bills, makes photocopies, delivers packages, and performs other assigned tasks.

Monitors need for routine maintenance/emergency repairs and takes necessary actions to ensure that repairs/maintenance are accomplished as needed. Insures all scheduled repairs/maintenance on office vehicles is completed in a timely manner. Receives visitors at airports and assists with luggage. Advises visitors on restaurants, hotel, shopping, as well as assisting in preparation of itinerary.

*This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.*

#### 15. Qualifications Required For Effective Performance

- a. Education  
Completion of high school is required.
- b. Prior Work Experience  
Minimum two years' professional driving experience is required.
- c. Post Entry Training  
On the job training: Ethics orientation for Locally Employed Staff; SMITH Driving System Training and Armored Vehicle Training; DIA Driver Training.
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).  
English Language Level 1 (Rudimentary knowledge) is required. Spanish Language Level 3 (good working knowledge) is required.
- e. Job Knowledge  
An intermediate knowledge of the streets and traffic in Bogotá is required. Basic knowledge of auto mechanics is required.
- f. Skills and Abilities  
The ability to drive both automatic and standard transmission vehicles is required. Incumbent must possess a valid driver's license appropriate to drive government owned vehicles and must be able to maintain it valid. Must be able to obtain a bi-annual SMITH driving system and armored vehicle re-certifications with the corresponding medical certification..  
Advance driving skills to drive armored vehicles is required.

#### 16. Position Element

- a. Supervision Received  
Under the direct guidance of Operations NCOs.
- b. Supervision Exercised  
None.
- c. Available Guidelines  
To be supplied by the Defense Attaché Office.
- d. Exercise of Judgment  
Expected to exercise judgment for the safe and secure transport of passengers. Expected to exercise judgment for the timely and efficient completion of tasks.



- e. Authority to Make Commitments  
None.
- f. Nature, Level, and Purpose of Contacts  
None.
- g. Time expected to Reach Full Performance Level  
90 days.