

14. Major Duties And Responsibilities

CHAUFFEUR SERVICES

60%

Performs driver duties for INL Director, VIP visitors and various INL Programs, taking special security precautions to ensure the personal safety of the passenger(s) e.g., determines the most effective routes to be taken, remains alert to unusual situations, prevents unauthorized access to the vehicle and minimizes contacts between vehicle occupant(s) and the general public. Drives INL Section personnel and visitors to and from meetings and appointments at various Government of Colombia (GOC) Ministries and various agencies in and around Bogota. Maintains a high level of operational readiness. Works highly demanding work shift patterns and unplanned overtime or weekends.

ENSURES VEHICLE MAINTENANCE AND DOCUMENTATION

20%

Provide minor vehicle maintenance and report appropriate preventative and corrective maintenance of armored vehicles as well as ensure cleanliness and serviceability to INL program vehicles. The incumbent is charged with the principal responsibility of the safety and security of personnel while providing transportation by ensuring the vehicles are in optimum condition, taking security precautions, and obeying all traffic regulations while serving as a chauffeur. Conducts frequent inspections of the interior and exterior areas of the vehicle to insure against explosives and other dangerous materials. Maintains mileage logs and required maintenance schedules of INL vehicles and anticipates repair and servicing needs. Ensures "Ministerio de Defensa" headquarters and "Opain" entrance permission and insurance documents remain up to date and valid. Ensures policies and regulations established on the use of the vehicles supported by INL are adhered to. Performs minor preventative maintenance and keeps INL Program vehicles clean and refueled.

CLERICAL DUTIES

20%

Incumbent serves as an unclassified courier for the INL section to deliver documents to various Colombian Governmental offices and the American Embassy. Supports and backs up the Local INL Chauffeur/Expedito – Administrative Clerk (A600189) during his/her absence by picking up and delivering INL correspondence, packages and equipment as needed and delivers same correspondence to the Government of Colombia (GOC) and US Embassy agencies. Checks the U.S. Embassy DPO and INL Section interoffice mail locations for pick-up and delivery of mail as well as contractors' offices outside of the Embassy facilities as required. Assists the Motor Pool supervisor in preparing weekly and monthly reports through ILMS and the Fleet Management Integrated System (FMIS); prepares procurement requests for maintenance and repair services in ARIBA; conducts quality control inspections on the repairs and maintenance contracts to ensure full compliance with the requested services. Makes small purchases, pays bills and coordinates delivery requests for external correspondence to the host nation through local delivery companies such as Servientrega, FEDEX and Correo Nacional Certificado.

Prepares processes and follows up with RSO entrance requests and escorts INL visitors for meetings with INL personnel. Performs miscellaneous errands as needed and other duties as required.

Serves as back-up for the INL Motor Pool Supervisor during his/her absences.

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:

A minimum of two years as a professional driver, including at least one year of experience working in vehicle maintenance is required.

c. Post Entry Training:

On the job training.

Smith System driving training.

E2 training.

EX251 - Annual Counterintelligence Awareness Training for Uncleared Americans and LE Staff.

PA453 – Ethics Orientation for New Locally Employed Staff

Defensive driving training provided by Embassy's Motor pool office at Post.

d. Language Proficiency:

English language level 2 (Limited knowledge) is required. Spanish Language Level 3 (good working knowledge) is required.

e. Knowledge:

- Advanced knowledge of Bogotá and surrounding areas is required.
- Advanced knowledge of traffic laws in Colombia is required.
- Intermediate knowledge of auto mechanics is required.

f. Skills and Abilities:

- Must possess valid local driver's license appropriate to vehicle(s) operated and have good driving skills.
- Advanced abilities in defense driving techniques are required.
- Must be able to perform malfunction diagnosing, preventive maintenance and basic automotive repairs.
- Basic knowledge of Microsoft Word and Excel is required.
- Must be able to perform other basic clerical office functions.

16. Position Elements

a. Supervision Received:

Works under the direct supervision of the INL Motor Pool Supervisor (600121) and general oversight from INL Management Coordinator (06C10037).

b. Available Guidelines:

Department of State, US Embassy and INL Management Office guidance concerning vehicle operations and INL office policy.

c. Exercise of Judgment:

Ensures security measures are fully met. Evaluates time and determines the most effective routes. Responsible for ensuring safety of occupants and appearance and operability of all vehicles both inside and outside of the vehicles.

d. Authority to Make Commitments:

None.

e. Nature, Level and Purpose of Contacts:

Good working relations with all INL personnel, US advisors, Staff, visitors and contractors. Different levels of contact with Government of Colombia agencies when providing messenger services. Good intermediate level of interpersonal skills when picking up/or delivering mail.

f. Supervision Exercised

None.

g. Time Required to Perform Full Range of Duties after Entry into the Position

Three (3) months.