

U.S. Mission Hong Kong

Announcement Number: Hong Kong-2018-051

Position Title: Chauffeur

Opening Period: Until the position filled

Series/Grade: LE-1015-FSN-3

Salary: (HKD) 127,664 p.a. - (HKD) 159,579 p.a.

For More Info: Please email: hrohongkong@state.gov

Who May Apply: For USEFM – FS is FP-BB. (Actual FS salary determined by Washington D.C.)

All Interested Applicants / All Sources

Security Clearance Required: Local Security Certification

Duration Appointment: Indefinite, subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) (PDF 127 KB) before you apply.

Summary: The U.S. Mission in Hong Kong is seeking eligible and qualified applicants for the position of Chauffeur.

The work schedule for this position is:

- Full Time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time (four weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: One of four positions in the Consulate motor pool. Supports the mission with its transportation needs as directed, and engages in basic vehicle maintenance as required.

Qualifications and Evaluations

EDUCATION: Completion of secondary school is required.

Requirements:

EXPERIENCE: Minimum two years of experience as chauffeur or commercial, public transportation driving.

JOB KNOWLEDGE: Knowledge of Hong Kong roads and appropriate routes, traffic rules and regulation, traffic patterns and driving hazards, landmarks, government and other important buildings and tourist sites.

Evaluations:

LANGUAGE: Level II (limited knowledge) of spoken English and Level III (good working knowledge) of Cantonese are required. **(This will be tested.)**

SKILLS AND ABILITIES: Possession of a valid Hong Kong driving license (Minimum category 1, 2, 4 and 5) for at least 5 years. **(The driving skills will be tested.)** Basic knowledge of vehicle maintenance and repair and basic computer skills (Microsoft Office). Must have a neat, courteous and professional demeanor, and the ability to interact with high level officials. Must be flexible and adaptable and able to work in a high-stress environment with varying hours and assignments.

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

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Hong Kong may receive a compensation package that include annual leave, sick leave, medical and life insurance, U.S. and local holidays, year-end bonus, and provident fund.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/downloads/files/definitions-for-va> (PDF 149 KB)

How to Apply: All candidates must be able to obtain and hold a Local Security Certification clearance. Applicants must submit a [Universal Application for Employment](#) (DS-174) (PDF 133 KB).

To apply for this position, applicants should submit the documents listed below:

Human Resources Office

Mailing Address: 26 Garden Road, Central, Hong Kong

FAX Number: 2147-9490

E-mail Address: hrohongkong@state.gov

Required Documents: Please provide the required documentation listed below with your application:

- Residency Permit

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Hong Kong.