

The Embassy of Canada in Washington, D.C. is accepting applications for the position of Driver, details as follows

Position title: Driver

Section: Transportation

Location: Embassy of Canada, Washington, D.C

Position no: EXT-306492 and EXT-306495

Level: GS-02

Starting salary: \$18.01 USD per hour, plus benefits

Competition no: 4224

Date posted: October 16, 2020

Closing date: November 15, 2020 06:00:00 PM ET

Employment Tenure: Indeterminate

This staffing process may be used to create an eligibility list of qualified candidates for this position and for similar positions in other programs at the Embassy with various tenures, including indeterminate, term, assignment/ transfer, emergency, and acting opportunities.

Area of Selection:

This competition is open to applicants who are:

- Persons living in the greater Washington Metropolitan area;
- Employees of the Embassy of Canada in Washington, DC;
- Employees of any Canadian Mission in the United States. Relocation will not be paid in any circumstance; or
- Spouses and dependents of Canada-based staff (CBS) at the Embassy of Canada.

All applicants must:

- Have valid work authorization in the United States and status in accordance with United States protocol directives for foreign missions (US Citizen or Legal Permanent Resident [LPR]).
- Meet at least one of the Area of Selection criteria.
- Meet all of the Essential Requirements stated below.
- Submit a resume and a cover letter by the closing date and time. The cover letter must:
 - Demonstrate how you meet the essential requirements under Language, Education and Experience;
 - Confirm residency requirement stated in the Area of Selection;
 - Confirm work authorization in the United States.

Note: Failure to provide any of the information required above will result in your application being rejected. All communication relating to this process, including email correspondence may be used in the assessment of qualifications. Supporting documentation will be verified during the process.

Summary of duties:

Under the direction of the Transportation Coordinator, the incumbent drives an official vehicle in the pooled category, transporting authorized passengers, as well as delivering and collecting items of material. The incumbent ensures the proper maintenance and operation of the vehicle; maintains vehicle log and records; and performs other duties as assigned. The incumbent may also be required to act as chauffeur for executive management (Ambassador/Deputy Head of Mission) at the Embassy.

Essential requirements:

Candidates must demonstrate clearly how they meet the Language, Education and Experience requirements listed below. All communication relating to this process, including email correspondence may be used in the assessment of qualifications.

Language:

English

Education:

Successful completion of Secondary School.

Experience:

- Two years of professional experience driving and transporting passengers;
- OR**
- Three years of commercial or delivery driving experience

Rated requirements:

Candidates who meet the Language, Education and Experience requirements will be assessed on the following qualifications. The assessment may include: a written test, an interview, an in-basket exercise, and/or a skills test.

Knowledge:

- Knowledge of basic car mechanics and routine car care;
- Basic knowledge of Microsoft Office suite, e.g., Outlook, Word, and/or Excel;
- Familiarity with local Metropolitan area and the surrounding areas; and

- Excellent knowledge of street routes and traffic patterns in the local metro area.

Abilities:

- Provide excellent client service, maintaining composure when dealing with unusual situations or difficult clients;
- Communicate effectively in English, both orally and in writing;
- Operate assigned vehicle in a safe and courteous manner and keep the car tidy at all times;
- Perform basic car maintenance, e.g., change flat tire, replace broken wiper blade, and check oil/fluids;
- Plan and organize regularly scheduled maintenance of assigned vehicle;
- Assess situations that may involve a security or safety issue and initiate appropriate response;
- Perform administrative support tasks such as record keeping and data entry, while paying attention to detail; and,
- Use GPS, navigations, and related technology systems.

Personal Suitability:

- Effective interpersonal skills;
- Discretion; handle sensitive information on a need-to-know basis
- Tactful and Diplomatic;
- Punctual/Dependable; and
- Adaptable and flexible.

Asset Qualifications:

- The ability to work in French would be an asset.
- Experience driving for an Embassy or Consulate would be an asset.

Selection procedure:

The staffing process will consist of a review of all applications to ensure that applicants meet the essential requirements. **Failure to meet any of the essential requirements eliminates candidates from further consideration in the competition.** Only those applicants who meet these will be contacted by the Human Resources Section for assessment of the Rated Requirements. The assessment may include an interview, a written test and other tests that will consist of a series of questions designed to evaluate each applicant's knowledge, abilities and personal suitability for the position. Reference checks will be sought for candidates who reach the interview stage and may form part of the selection process. Communication for this process will be sent via email. It is the responsibility of the candidates to ensure accurate contact information is provided and updated as required. Candidates who apply to this vacancy should include an email address that accepts email from unknown users and regularly check their email, including spam folder. Candidates requiring any special assistance in attending exams or interviews are requested to inform us prior.

The Embassy offers a competitive salary plus leave and health benefits package. Leave includes paid vacation, sick, and family/personal leave. Health packages covers medical, dental, disability, and retirement. Other benefits include prime work location in proximity to Metro, standard 40-hour work week, on-site parking, on-site gym with cardio and weight room, and on-site cafeteria. The Embassy promotes work-life balance and offers a dynamic and healthy work environment

The Embassy is committed to conducting inclusive, barrier-free selection processes. Our organization offers an inclusive workplace where respect, teamwork, and collaboration are part of our culture. Canada's missions abroad are committed to promoting and supporting an environment free from harassment and discrimination, as well as encouraging and supporting employees to learn and develop their skills and competencies.

Condition of employment (must be met):

- Eligibility for a Government of Canada Reliability Status which includes a criminal and credit background check;
- Valid work authorization in the United States and status in accordance with U.S. protocol directives for foreign missions (US Citizen or LPR);
- Before an offer of employment can be made, candidates must provide a local address as proof of residence in the specific city, region or country so that if selected, it will appear on the offer letter.
- A valid US driver's license; and
- Clean, safe driving record. Before an offer of employment can be made, candidates must provide a copy of their driving record from the Department of Motor Vehicles.

Operational Requirements:

- Normal hours of work for this position are in accordance with the Terms and Conditions of Employment for Locally Engaged Staff (LES) in the United States of 40 hours per week;
- The employee must be willing and able to work overtime on short notice on evenings and weekends, as required;
- The employee must drive in all types of weather conditions; and
- The employee must be able to safely move boxes or suitcases, which weigh up to 50 lbs (22kg) in/out of the car.

Method of application:

Applications will only be considered when received through our online portal. Apply online at <http://www.wfca-tpce.com/vacancyView.php?requirementId=4224&source=PO>