

**Announcement Number:** Nouakchott-2022-023  
**Hiring Agency:** Embassy Nouakchott  
**Position Title:** Chauffeur - All Interested applicants/All sources  
**Open Period:** 04/27/2022 - 05/11/2022  
Format MM/DD/YYYY

**Vacancy Time Zone:** GMT  
**Series/Grade:** LE – 1015 FSN-3  
**Salary:** MRU UM250,860 - MRU UM250,860  
**Work Schedule:** Full-time –

**Promotion Potential:** LE-3

**Duty Location(s):** 4 Vacancy in

Nouakchott, MR

**Telework Eligible:** No  
**For More Info:** HR Section  
Human Resources office  
[NouakchottHR@state.gov](mailto:NouakchottHR@state.gov)

**Hiring Path:** Open to the public

**Who May Apply/Clarification From the Agency:** For USEFM - FSN-3 is FP-BB. Actual FP salary determined by Washington D.C. All Interested Applicants / All Sources

**Security Clearance Required:** Public Trust - Background Investigation

**Appointment Type:** Permanent

**Appointment Type Details:** Indefinite subject to successful completion of probationary period

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

**Summary:** 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 (two weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** No

**Travel Required:** Occasional Travel

#### **Basic Function:**

The incumbent operates safely and efficiently an unarmored U.S. Government-owned or leased motor vehicle to transport passengers and/or cargo. Works as messenger as directed.

As one of several motor pool chauffeurs, receives work assignments from the Dispatcher to transport State and/or other Agency personnel or cargo.

Operates Embassy vehicles in the transportation of official visitors in support of U.S. Government's official activities.

Assumes duty driver responsibility on a rotational basis. Incumbent may be required to make trips that require out-of-town stays

Maintains vehicle in a clean and serviceable condition, to include cleaning the interior and exterior of the vehicle. Performs basic vehicle inspection in accordance with established schedules and policies.

Prepares trip reports, vehicle use and fuel logs. Estimates fuel consumption for trips.

Safeguards U.S. Government property and uses U.S. Government resources efficiently, including the fuel-efficient operation of vehicles.

## **Qualifications and Evaluations**

**Requirements:** Experience: At least three years of professional driving experience is required.

**Education Requirements:** Completion of primary education.

**Evaluations:**

Language: Level II (Limited Knowledge) English and level III (Good Working Knowledge) French required. Language skills may be tested.

**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.

**Qualifications:** All applicants under consideration will be required to pass medical and security certifications.

## Benefits and Other Info

### **Benefits:**

**Agency Benefits:** Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Nouakchott, Mauritania may receive a compensation package that may include health, separation, and other benefits.

For EFM's, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

### **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](#).

#### **COVID-19 Requirements for Eligible Family Members**

As required by Executive Order 14043, Eligible Family Members who will be employed on a Family Member Appointment (FMA) or a Temporary Appointment (TEMP) are required to be fully vaccinated against COVID-19 regardless of the employee’s duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected for the position, the agency will provide you additional information regarding what information or documentation will be needed and how you can request a medical or religious accommodation.

Eligible Family Members who will be employed on a Personal Services Agreement and compensated under the USG pay plan will be required to attest to their vaccination status using the Vaccine Attestation Form. If you are not fully vaccinated or decline to provide this information, you will be required to demonstrate proof of a negative COVID-19 test completed within 72 hours of entry to a Mission facility and comply with enhanced COVID-19 mitigation

protocols. If selected for the position, the agency will provide you additional information regarding these requirements.

### **COVID-19 Requirements for Local Candidates**

Candidates who will be employed on either a Personal Services Agreement or a direct hire appointment and compensated under the Mission's Local Compensation Plan will be required to follow all Mission COVID-19 policies applicable to Locally Employed Staff. If selected for the position, the agency will provide you additional information regarding these requirements.

**How to Apply:** Applicants must complete the following application process to be considered:

- Create an account on the Electronic Recruitment Application (ERA) website via the Embassy website <https://mr.usembassy.gov/>
  - Choose Announcement Number Nouakchott-2022-023 Chauffeur complete the online application.
  - Upload any additional documentation that supports or addresses the requirements listed above (eg. cover letter, Degree, work certificate (or equivalent), driver's license, copy of orders/Assignment notification, work permit, DD-214, SF50 if applicable)
- All candidates must be able to obtain and hold a public trust clearance.

To apply for this position click the "Submit Application" button. For more information on how to apply visit the Mission internet site <https://mr.usembassy.gov/embassy/jobs/>

**Required Documents:** In order to qualify based on education, you **MUST** submit the requested diploma and / or transcripts as verification of educational requirement by the closing date of this announcement. If you fail to provide requested information, or the information you submit is insufficient to verify your eligibility, you will not be considered for this position.

Copy of Orders/Assignment Notification (or equivalent) (if applicable)

Residency and/or Work Permit (if applicable)

Driver's license

Degree

Work Certificate or equivalent

DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)

SF-50 (if applicable)

**Next Steps:** 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 Nouakchott, Mauritania.

**Announcement Number:** Nouakchott-2022-024

**Hiring Agency:** Embassy Nouakchott

**Position Title:** Translator- All Interested Applicants/All Sources

**Open Period:** 04/27/2022 - 05/18/2022

Format MM/DD/YYYY

**Vacancy Time Zone:** GMT

**Series/Grade:** LE - 0210 8

**Salary:** MRU UM825,199 - MRU UM825,199

**Work Schedule:** Full-time -

**Promotion Potential:** LE-8

**Duty Location(s):** 1 Vacancy in  
Nouakchott, MR

**Telework Eligible:** No

**For More Info:** HR Section

Human Resources office

[NouakchotHRt@state.gov](mailto:NouakchotHRt@state.gov)

**Hiring Path:** Open to the public

**Who May Apply/Clarification From the Agency:** For USEFM - FSN-6 is FP-8. Actual FP salary determined by Washington D.C. All Interested Applicants / All Sources

**Security Clearance Required:** Public Trust - Background Investigation

**Appointment Type:** Permanent

**Appointment Type Details:** Indefinite subject to successful completion of probationary period

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

**Summary:** 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 ( two weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** No

**Basic Function of Position:** Provides Arabic and French Translator services primarily to the Chief of Mission, Deputy Chief of Mission; provides services to other sections as tasked by the Executive office; translation of speeches, correspondence, official documents, diplomatic notes, bilateral agreements and other instruments as required.

Serves as backup to the protocol assistant when required. May be asked to serve as an occasional interpreter for the Front Office.

Translates from English into Arabic or French and from Arabic or French into English such documents as may be requested by the Executive including materials of a sensitive nature that pertain to a variety of specialized subject matter (technical, legal, protocol, legislative, international treaties, etc.), each of which may require prior research and understanding of the subject with tight deadlines. Serves as an Arabic or French interpreter for the Ambassador or DCM when required.

Serves as backup to the Protocol Assistant providing additional support as needed. Duties may include: maintaining correspondence files of memorandums, letters, and miscellaneous documents as requested by the Executive Office; preparing guest-lists for the Executive Office, invitation cards, follows-up on acceptances and regrets, and welcoming/screening guests at events hosted by the Ambassador or Deputy Chief of Mission, including the Independence Day celebration. May also assist Protocol with maintaining and updating directories listing all host government and diplomatic corps key members.

### **Qualifications and Evaluations**

**Requirements:** Experience: Three years of progressively more responsible experience in translating duties involving Arabic, French, and English in a sensitive environment. Some of that experience should be in the translation of technically difficult material. Some experience in maintaining contacts with Host Government highest officials (including the offices of the President, the Ministry of Foreign Affairs, etc.), NGOS, diplomatic corps, etc.

**Education Requirements:** Bachelor's Degree in Translation or English, Economics, Management, Law, Political Science, or International Relations.

**Evaluations:** Language: Level 4/4 Arabic, 4/4 French, 4/4 English. Language skills may be tested.

**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.

**Qualifications:** All applicants under consideration will be required to pass medical and security certifications.

## **Benefits and Other Info**

### **Benefits:**

**Agency Benefits:** Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Nouakchott, Mauritania may receive a compensation package that may include health, separation, and other benefits.

For EFM, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

For the current COVID-19 Requirements please visit the following [link](#).

**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”), Letter from Veterans’ Affairs which indicates the present existence of a service-connected disability dated within the past six months, 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](#).

**How to Apply:** Applicants must complete the following application process to be considered:

- Create an account on the Electronic Recruitment Application (ERA) website via the Embassy website <https://mr.usembassy.gov/>
- Choose Announcement Number Nouakchott-2022-024 Translator complete the online application.
- Upload any additional documentation that supports or addresses the requirements listed above (eg. cover letter, Bachelor degree, work certificate (or equivalent), copy of orders/Assignment notification, work permit, DD-214, SF50 if applicable)

All candidates must be able to obtain and hold a public trust clearance.

To apply for this position click the “Submit Application” button. For more information on how to apply visit the Mission internet site <https://mr.usembassy.gov/>

### **Required Documents:**

To qualify based on education, you **MUST** submit the requested degree and / or transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

### **All Applicants:**

Residency and/or Work Permit (if applicable)

Bachelor degree

Work certificate

### **Next Steps:**

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 Nouakchott, Mauritania.