

The U.S. Embassy seeks Motor Pool Supervisor/Dispatcher

The U.S. Embassy in Oslo is seeking eligible and qualified applicants for the position of Motor Pool Supervisor/Dispatcher. The incumbent supervises daily operations of the Embassy Motor Pool. The incumbent schedules and dispatches all official vehicles and assures their regular preventive maintenance, and is responsible for inventory, usage and maintenance records. The incumbent ensures all official vehicles and those of eligible diplomatic staff are inspected and registered according to Norwegian law. The incumbent is responsible for scheduling leave and training of three employees. The incumbent drives official vehicles as required and provides Motor Pool support for official visits. The incumbent manages the Post's Fleet Management information System, including submitting annual reports

To be considered for this position you must meet ALL of the following qualification criteria:

- Completion of Secondary school is required.
- 1 year of dispatcher experience and 2 years of professional driving experience is required.
- Level 3 (Good Working Knowledge) Speaking/Reading/Writing of English is required.
- Level 3 (Good Working Knowledge) Speaking/Reading/Writing of Norwegian is required.
- Valid driver's license class B, C1 and D1 is required.
- Good knowledge of automotive vehicle operation and safety, and general knowledge of automotive maintenance is required.
- Familiarity with Norwegian traffic regulations, motor vehicle registration, and vehicle inspection is required.
- Basic computer skills are required.

All applications must include:

- CV and covering letter in English setting out your motivation for applying for the position, and addressing how you meet each of the qualification requirements.
- Secondary School diploma, or highest level of education.
- Evidence of required work experience (proof of employment).
- Norwegian language test level B1 (oral and written), for non-native Norwegian speakers.
- Evidence of English language proficiency.
- Copy of driver's license class B, C1 and D1.
- Proof of eligibility to live and work in Norway (e.g. copy of passport, permanent residence card or registration proof).
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable).

Kindly note that your application will only be considered if:

- Your application has been sent within the time frame requested.
- Your application documents (CV and covering letter) are fully in English.
- Your application addresses each qualification criterion outlined above.

The annual salary range for the position is NOK 402,116 – NOK 562,962, plus benefits as contained in our local compensation plan. The closing date for the position is January 20, 2019. Applications should be sent to hro-oslo@state.gov.

To be eligible for employment at the U.S. Embassy in Oslo, applicants must have the right to live and work in Norway. The Embassy does not sponsor work permits. Please note that the Embassy will not be able to meet travel or subsistence costs incurred when participating in interviews, nor the costs connected with relocation if offered a position.

Please note that, because of the volume of applications we receive, we will only contact candidates selected for interview. If you do not hear from us you should assume that your application has not been successful.

The Department of State 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.