INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
KAMPALA	STATE	

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ **Yes** ☐ **No**

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____ , _____ (Title) _____ (Series) _____ (Grade)

☐ b. New Position

☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yy)*
a. Post Classification Authority	Travel Assistant	7		
b. Other				
c. Proposed by Initiating Office FMC				

6. POST TITLE POSITION (if different from official title) Travel Assistant	**7. NAME OF EMPLOYEE**
8. OFFICE/SECTION U.S.EMBASSY KAMPALA	a. First Subdivision MANAGEMENT OFFICE
b. Second Subdivision FINANCIAL MANAGEMENT CENTER	c. Third Subdivision N/A
9. This is a complete and accurate description of the duties and responsibilities of my position.	**10. This is a complete and accurate description of the duties and responsibilities of this position.**
Typed Name and Signature of Employee _____ Date(mm-dd-yy) _____	Typed Name and Signature of Local Supervisor _____ Date(mm-dd-yy) _____
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	**12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**
Typed Name and Signature of American Supervisor _____ Date (mm-dd-yy) _____	Typed Name and Signature of Human Resources Officer _____ Date (mm-dd-yy) _____

13. BASIC FUNCTION OF POSITION

Assists travelers making travel arrangements to include making recommendations, consistent with all travel regulations and post guidance, about travel routes, lodging options, per diem allowances, mixed transport options, etc. Advises USG direct hire staff about their travel related entitlements and ensures that their travel authorizations conform to the regulations.

Coordinates with the Travel Agent/Contractor and Customs & Shipping staff to ensure that travel related permissions/formalities (visas, medical, time, etc) are adhered to. Works with Travel Agent/Contractor to ensure that tickets are issued for properly approved travel authorizations. Maintains recordkeeping to support validation and research needs, with a focus on softcopy recordkeeping wherever possible. Working with relevant Management Section staff, maintains appropriate contacts with travel vendors. Coordinates with relevant staff to ensure that the travel needs of Mission visitors (including 100s of VIPs per year) are appropriately serviced.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**

Travel Policy & Authorization Support **70%**

- Prepares travel authorizations and vouchers in E2 solutions for selected US Mission employees and certain types of travel.
- Maintains appropriate contacts with travel vendors.
- Coordinates with relevant staff to ensure that the travel needs of Mission visitors (including 100s of VIPs per year) are appropriately serviced.
- Coordinates with the Travel Agent/Contractor to ensure travel related permissions/formalities are adhered to.
- Works with the contract Travel Agent/Contractor to ensure that tickets are issued in a timely manner.
- Maintains record keeping, with a focus on soft copy record keeping wherever possible.
- Prepare periodic ICASS workload counts reports for management.

Traveler/Visitor Support **30%**

- Makes hotel and other travel-related reservations for official travelers traveling in Uganda.
- Makes necessary hotel and travel arrangements for VIP visits which include SecState, Codels, Staffdels, State Department and other agency principals.
- Maintains all visa application forms for all countries that have diplomatic presence in Uganda and prepares correspondences as required in connection with official travel.
- Provides guidance and information to travelers on Visa related queries.
- Coordinates with expeditors to ensure visitors' expediting requests are processed appropriately.
- Obtain written documentation from local hotels on agreed upon rates for the Mission.
- Arrange land and air transportation for official travel by preparing GTRs, TAs, obtaining tickets and preparing traveler itineraries and any other duties as assigned.

5. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of college studies (diploma) in business administration and liberal arts is required.

b. Prior Work Experience

Three years of substantive experience in accounting, auditing, banking, cashiering and voucher examining is required.

c. Post Entry Training

N/A.

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level IV English ability (fluent written, spoken and reading).

e. Knowledge

Practical knowledge of general accounting principles and excellent customer service.

f. Skills and Abilities

Must have the ability to:

- Interact with tact and diplomacy with all levels of Mission personnel
- Articulate complex issues both orally and in writing
- Interpret and apply technical regulations
- Work in a pressurized environment
- Meet deadlines
- Competently navigate around MS Word, MS Excel and MS Access
- Work independently on routine matters

16. POSITION ELEMENTS

a. Supervision Received

Financial Management Officer.

b. Available Guidelines

Financial Management Center Manuals and Instructions, Travel Regulations.

c. Exercise of Judgment

Prioritizes work to ensure deadlines and other responsibilities are met in a timely fashion.

d. Authority to Make Commitments

N/A

e. Nature, Level and Purpose of Contacts

All Mission employees.

f. Supervision Exercised

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

52 weeks.