POSITION: TRAVEL CLERK

BASIC FUNCTION OF POSITION

Prepares official travel documents for the American and Burmese employees assigned to Post. Assists and provides expeditor service to employees and official visitors to Post..

MAJOR DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Supervisory General Services Officer and the Travel Assistant, responsible for arrangements for official domestic and international travel, making reservations using appropriate contacts. Purchases flight tickets and makes arrangements for temporary lodging accommodations for U.S. citizen personnel assigned to Post, and expedites types of travel services indicated above for official visitors, VIP visitors and official FSN travelers. Coordinates personal travel as approved by S/GSO. Prepares correspondence and reports concerning travel matters. May type documentation and other paperwork and perform necessary filing and record keeping…40%

Provides guidance to local Travel Agent ensuring all U.S. Government regulations are adhered to in making reservations and other travel arrangements. Coordinates all bookings. Maintains contacts with working level personnel at ticket office of airlines, railroads, steamship lines, and Immigration to facilitate obtaining travel reservations and tickets on short notice. (e.g. AmEx, Sun Far)…20%

Provides information to Embassy personnel of their entitlement in a wide variety of travel situations, including home leave and return to post, home leave and transfer, R&R travel, medical evacuation, invitational travel, emergency leave, etc. Must have a good working knowledge of all applicable government regulations…10%

Responsible for maintaining contact with sales representatives of local hotels. Updates on a semi-annual basis, the listing of hotel rates for use by official travelers to Rangoon. Assists with negotiations for discounted room rates. ..10%

Arranges and ensures visas and other entry or departure formalities are coordinated properly. Primarily responsible for Maintaining record of U.S. citizen personnel stay permits and re-entry visas validation. ..10%

Alternate responsible for Travel Expediter service. ..10%