POSITION: TRAVEL EXPEDITOR

BASIC FUNCTION OF POSITION

Serves as Travel Expeditor in the U.S. Embassy Travel office, under the direct supervision of the Travel Supervisor. Provides overall expeditor support for the official travel needs of all mission employees and official visitors. Provides a wide range of expeditor service for the official travel of VIP visitors. Prepares travel documentation for mission employees and official visitors, including local visa extensions, third-country visa applications, and correspondence with local airport and customs authorities. Incumbent may have to self-drive while performing expeditor duties. Incumbent is expected to work outside of normal business hours, including late nights and weekends.

MAJOR DUTIES AND RESPONSIBILITIES

Provides expeditor, customs and travel assistance to mission personnel, including U.S. direct hire employees and their family members, and local staff who have visa and stay issues. Incumbent facilitates VIP Lounge access for the Chief of Mission and other VIP visitors according to host country's rules and regulations. Incumbent facilitates and expedites all Permanent Change of Station (PCS) travel for mission employees and their families. In cooperation with the Embassy medical unit, incumbent facilitates and expedites all medical evacuation (medevac) travel for U.S. direct hires and their family members. Incumbent assists VIP official travelers with local customs procedures and airport check-in/check-out procedures upon their arrival and departure. Incumbent facilitates and expedites visa-on-arrival for official visitors, as needed. (50%)

Incumbent coordinates local visa extensions and third-country visa applications for all official travel and personal travel for U.S. direct hire employees and their family members who must use their diplomatic passports to perform official travel. Incumbent delivers passports and visa applications to relevant embassies and offices for processing, and then follows-up with the respective Embassies. (30%)

Incumbent provides routine administrative and clerical support to Travel office. (10%)

Incumbent serves as a primary point-of-contact with local airport and customs officials, and serves as backup chauffeur, as needed. Other duties as assigned by the SGSO and the Travel Supervisor. (10%)