



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2016-14

Open To: All interested candidates - All Sources
Position: Travel Clerk
Opening Date: **Thursday, May 5, 2016**
Closing Date: **Thursday, May 19, 2016 at 17:00**
Work Hours: Full-time; 40 hours/week
Salary: Resident (OR): FSN-06
Not-Ordinarily Resident (NOR): FP-08
**Final grade/step for NORs will be determined by Washington.*

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bujumbura is seeking an individual for the position of **Travel Clerk** in the Management Section.

BASIC FUNCTION OF POSITION

Incumbent prepares and manages Travel Authorizations (TAs) and other forms of travel documentation, form letters, standardized types of reports and typical correspondence. Maintains files and records and performs general office work. Makes travel and hotel reservations. Required to meet and assist at the airport, particularly VIP visitors. Prepares diplomatic notes and secures Diplomatic cards and visa from the Ministry of Foreign Affairs.

QUALIFICATIONS REQUIRED:

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Education – Completion of secondary school.

Work Experience – 2 years of professional experience in the travel sector required.

Language Proficiency – Level III English and level IV French and Kirundi are required.
(These will be tested.)

Knowledge: Must have a good knowledge of general office operations, ideally with American oriented companies. Must be able to liaise with local travel agencies, hotels, airline representatives and airport officials. Must know about airlines' schedules and ticketing. Demonstrated customer service experience. Knowledge of Amadeus System is preferred.

Skills and abilities: Must have level 1 typing ability; must have a working knowledge of Microsoft Word, Excel and Internet. **(This will be tested.)**

FOR FURTHER INFORMATION

Visit our website at <http://burundi.usembassy.gov/employment-opportunities.html> and/or contact the Human Resources Office at 22 20 7024.

SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold an appropriate security clearance.

HOW TO APPLY: Applicants **must** submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website (see "For Further Information" above). **Incomplete DS-174 application form will be rejected**; and

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY:

Mailing Address: Human Resources Office
Embassy of the United States
Avenue des Etats-Unis
B.P 1720 Bujumbura

Please indicate your name, telephone number and the position title for which you are applying on the envelope and sign in the logbook upon drop-off of your application in the HR Office.

E-mail Address: BujumburaHR@state.gov

Please indicate the position title for which you are applying in the subject line of your email

EQUAL EMPLOYMENT OPPORTUNITY: 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A – DEFINITIONS

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.