

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 38/2014
OPENING DATE: 07/29/2014
CLOSING DATE: 08/15/2014
POSITION TITLE: Travel Assistant, FSN-7
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asian Republics (CAR), Almaty, Kazakhstan

MAJOR DUTIES: Under the direction of Supervisory Travel Assistant the incumbent provides a wide range of travel services for USAID/CAR: 1) makes airline reservations through travel agency for USAID/CAR staff, ASP customers, TDY and official visitors and follows up to ensure bookings reflect traveler's requirements and comply with USG rules and regulations; 2) makes local hotel reservations; 3) Drafts and processes Travel Authorizations for all types of travel in accordance with the USG/USAID regulations; 4) provides authoritative advice to all travelers concerning USG rules and regulations covering all aspects of travel; 5) requests and confirms availability of vehicles for transportation to/from airport; 6) arranges temporary accommodations for TDY visitors; 7) coordinates the issuance of all CAR visas and MFA registration: prepares and processes diplomatic notes and other forms required for issuance of visas to all CAR countries and MFA registration; 8) follows up to ensure submission of required documentation to MFA and other Embassies and alerts supervisor of any problems that might encountered so that appropriate actions can be taken; 9) maintains travel related files and ensures all databases contain up to date information; 10) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, skills and experience (50%):** University degree with curriculum including but limited to subjects such as international relations, public/business administration, tourism, law, etc. Two years of increasingly responsible experience in travel or travel-related industry, or in an administrative position with intensive responsibilities for arranging for visas, tickets and hotel reservations, etc., and involving intensive communications both oral and in writing. A good working knowledge of host country regulations related to travel and travel related subjects; sound knowledge of organization, functions, personnel and practices of the activities to which service is provided. Good numerical skills and ability to work with numbers. Good practical knowledge and proficient skills in the use of computer software and office equipment.
- **Teamwork/Interpersonal and Communication Skills (30%):** Excellent interpersonal and communications skills, ability to work closely with Mission staff at all levels and explain procedures and requirements effectively and tactfully while gaining their cooperation and understanding, as well as with officials in the Ministry of Foreign Affairs, Embassies, airport and travel agencies.
- **Language skills (20%):** Fluent (Level IV) English and Russian. Good working knowledge (Level III) Kazakh desired, but not required.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634/35/36; E-mail: almaexo_hr@usaid.gov by COB Friday, August 15, 2014. A copy of the Position Description is available in EXO/Personnel (ext.6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.