



AMERICAN CONSULATE GENERAL, KOLKATA, INDIA

VACANCY ANNOUNCEMENT NUMBER: KOL-2016-03

OPEN TO: All Interested Candidates

POSITION: General Services Assistant (Travel/Motor Pool)
FSN-0105-07, CLA-524003
(Personal Services Agreement)

OPENING DATE: May 6, 2016

CLOSING DATE: May 20, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-07
(Final grade and step will be determined by Washington)
Ordinarily Resident (OR) - Grade: FSN-07*
*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definitions) MUST ATTACH THE REQUIRED WORK PERMIT-VISA, RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (Applications that do not provide the required documentation will not be considered)

The U.S. Consulate in Kolkata is seeking eligible and qualified applicants for the position of General Services Assistant (Travel/Motor Pool) in the General Services Section.

Applicants must apply on the Universal Application for Employment (UAE) DS-174 form. Applications not completed on DS-174 form will not be accepted. (Refer to application procedure below).

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered for the test/interview. Thank you for your understanding.

BASIC FUNCTIONS OF POSITION

TRAVEL RESPONSIBILITIES

1. Makes all official and personal domestic and international travel arrangements through most direct route – itineraries, air/rail bookings, hotel reservations – for all post personnel and a wide variety of travel situations. Serves as travel arranger and prepares E2 vouchers for all

Travel and Motor Pool staff. Advises Kolkata Travel Arrangers in preparing E2 travel orders and travel vouchers, prepares tax exemption certificates for all employees on official travel and for US direct hire personnel on their personal travel and keep appropriate long entries and copies for all tax certificates issued.

2. Liaise with officials of local government, Kolkata Police and Immigration and Customs officials at Kolkata Airport in matters pertaining to airport courtesies for visiting U.S. Government officials, and maintains develops contacts thereof. Obtains visas locally and from New Delhi for post personnel visiting other countries and Restricted Area Permits form New Delhi.
3. Develops and maintains contacts with the airlines, Indian Railways, hotels, travel agents in the Consular district to obtain confirmed seats reservations at the shortest notice or obtain confirmed hotel accommodation.

MOTOR POOL RESPONSIBILITIES

1. Perform motor vehicle dispatching duties, and receive/manage vehicle requests via ILMS-FMIS, scheduled, assigned or oral instructions and as-needed transportation service. Log all duties in dispatch register and through ILMS-FMIS dispatch page. Keeps daily gasoline usage records, this information must be inputted into the FMIS system within 3 days. Maintains daily operating records for preparing reports. Reports include but are not limited to the yearly Motor Vehicles Survey (MVS) and Vehicles Allocation Methodology (VAM). Responsible for preparing the Monthly Fuel Vouchers, Motor Sprit Tax Rebate and work load statistics. Assists Motor Pool Supervisor in production of reports and other clerical jobs as requested by the supervisor.
2. Co-ordinates with Automotive Mechanic and ensures that vehicles are sent to the garage for regular maintenance in accordance with established maintenance schedule. Prepares duty roster for all chauffeurs as and when required and serves as back-up in absence of Travel Assistant (Motor Pool Supervisor) (CLA-524002).

GENERAL DUTIES

1. Acts as a Principal Time Keeper for post's Travel and Motor Pool section. Submits bi-weekly Time and Attendance reports. Performs other duties as assigned by the Supervisor.

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.

1. Completion of Bachelor's degree in either of these disciplines is required: Science /Commerce/ Humanities.
2. Minimum three years' experience in the travel field (airline/railway ticket office/travel agent)
3. Level IV (Fluency) in English (speaking/reading/writing) and Level III (Good Working Knowledge) in Bengali and Hindi (speaking and reading) is required.

(When applying for the position, please indicate your level of proficiency for these languages. (This will be tested))

4. Ability to deal tactfully, yet effectively, with host government, airlines, railways and hotel officials, as well as with U.S. citizen personnel and VIP visitors. Computer skills for MS Word, MS Outlook, Excel and Internet Explorer.

For Further Information: A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

*** IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR 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 NOR 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 a local security certification and medical clearance.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website - <http://kolkata.usconsulate.gov/jobopportunities.html> or by contacting the Human Resources office.

PLEASE NOTE: Resumes/Curriculum Vitae/Bio-Data's **will not be accepted.** Therefore, completing and responding to **all** questions on the Universal Application for Employment form (UAE) DS-174 is essential.

2. Any additional documentation that supports or addresses the requirements listed above (e.g. degrees, transcripts, language test scores, typing test scores, work experience certificates, work and/or residency permits, etc.)

SUBMIT APPLICATION TO

American Consulate General
Management/HR Office
38A, Jawaharlal Nehru (Chowringhee) Road
Kolkata 700 071

Applications sent by post/courier/hand delivered will only be accepted from Monday thru Friday between 8:00 am and 5:00 pm, excepting holidays.

Or

E-mail application form and supporting documentary attachments to: HROKolkata@state.gov

Please insert **KOL-2016-03** (Vacancy Announcement Number) and **CLA-524003 (Position number)** in the subject line of the e-mail. Applications without the Vacancy/Position Number or with incorrect numbers will not be accepted.

POINT OF CONTACT

Human Resources Office
Telephone: 3984-2400
Fax: 2282-2335

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 (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

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.