



AMERICAN CONSULATE, KOLKATA, INDIA

VACANCY ANNOUNCEMENT NUMBER: **KOL-2012-05A**

The U.S. Consulate in Kolkata is seeking an individual for the position of Travel Assistant/Motor Pool Supervisor in the General Services section, at Training grade.

Applicants must apply on Form DS-0174 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form DS-0174, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

OPEN TO: **All Interested Candidates**

POSITION: Travel Assistant/Motor Pool Supervisor, FSN-0910-08,
CLA-524002

OPENING DATE: February 19, 2012

CLOSING DATE: March 05, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: **Not Ordinarily Resident:** Training Grade: FP-7*
Ordinarily Resident: Training Grade: FSN-7*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

Applicants who responded to Vacancy announcement **KOL-2012-05** need not reapply.

DEFINITIONS:

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal

guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; **and**,
- EFM (see above) at least 18 years old; **and**,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; **and either:**
- Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Is listed on the travel orders or approved *Form OF-126, Foreign Service Residence and Dependency Report*, 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 at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan: **and**
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; **and**,
- Not on the travel orders of the sponsoring employee; **and**,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

NOTE: FOREIGN NATIONAL APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

FUNCTION OF POSITION

1. Provides technical guidance to the Travel Implant, oversees all official and personal domestic and international travel arrangements – itineraries, air/rail bookings, hotel reservations – for all post personnel in a wide variety of travel situations such as TDY, home leave, R&R, medical evacuation, EVT etc., considering the most direct routes, per diem costs, etc. Also assists official visitors to post with reconfirmation, rerouting or procuring fresh tickets according to situational demands. Provides travel services and advice to other posts, particularly Dhaka and on occasion to Kathmandu.
2. Supervises planning, direction and coordination towards the efficient activities of motor pool staff and vehicles. Monitors vehicle and employee records and takes necessary action to maintain and improve efficiency; establishes priorities for vehicles use; checks chauffeurs' work schedules and dispatching of vehicles on official assignments, ensures maximum availability of vehicles. Prepares EPRs of the Motor Pool staff consisting of Chauffeurs, Dispatcher and Automotive Mechanic and Travel Assistant. Participates in the recruitment and selection process of section staff.

Receives report on all vehicles daily to ensure that they are fully operational, approves repairs of faults identified in the vehicles. Insures that maintenance and

repair jobs are accomplished. Ensures that work orders are prepared and forwarded to the Procurement Office for repairs and assists Procurement Agent with information for the procurement of critical auto parts from the local market when required and ensures that entries of work done are logged in a proper manner. Monitors vehicle usage and repair costs. Based on actual and projected needs, reviews annual and quarterly lists of required spare parts and submits to the Procurement Office. Also advises Supervisor on replacement of vehicles when required.

3. Prepares correspondence and cables, compiles statistics and reports concerning travel matters, keeps motor pool and travel records and files those documents. Drafts correspondence and checks completed forms pertaining to automobile accidents in accordance with U.S. Government requirements. Independently handles arrangements of official U.S. Government visitors of Ambassadorial rank and senior Department officials, personally assisting arriving and departing VIPs through Immigration and Customs enclosures at the airport. Provides logistical support for transiting special U.S. Air force aircraft and their crew members, handling their arrival and departure and completes allied paperwork. Receives expeditor assistance from Travel Assistant (CLN-524001) and Motor Pool Dispatcher (CLA-527007) when required.
4. Receives Government Transportation Requests (GTRs) from Travel Implant, checks and verifies data accuracy, approves E2 Travel Authorization on ticketing, lodging etc. Arranges for preparation of exemption certificates for Foreign Travel Tax, Rupee Payment certificates and settling hotel bills in Indian Rupees and reconfirmation of all air tickets reviewing them for correctness.
5. Liaises 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 and develops contacts thereof. Obtains visas locally and from New Delhi for post personnel visiting other countries and Restricted Area Permits from New Delhi.
Back stops Travel Assistant (CLN-524001)

QUALIFICATIONS REQUIRED

1. College graduate in Commerce, Humanities, Science or related fields is required.
2. Two years experience in the travel field (i.e. airline ticket office or travel agent)
3. Level 4 (fluent) in spoken and written English and Level 3 (good working knowledge) in spoken Bengali and Hindi. **(When applying for the position, please indicate your level of proficiency in these languages).**
4. Good working knowledge of 6 FAM, standardized Regulations, Embassy Management Instructions and Consulate Management Circulars. Use of ABC Guide and familiarity with airline routing and fare calculation procedures. Must have good knowledge of automotive maintenance operations. Actively works towards personal learning and development in one or more areas, acts on learning plan and applies newly learned skills.

5. Ability to deal tactfully with the U.S. citizen personnel and VIP visitors to ensure smooth travel arrangements; efficient computer skills on MS Word, MS Outlook, Excel and Internet Explorer. Good time management and interpersonal skills, excellent communication skills, willing to work long after hours and flexible to operate under pressure.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available on website <http://kolkata.usconsulate.gov/jobopportunities.html> **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE: **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

American Consulate General
Management Office
Attention: Daley C. O'Neil
38A, Jawahar Lal Nehru (Chowringhee) Road
Kolkata 700 071

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

Or

E-mail application to: HROKolkata@state.gov

Please insert “**VA# 2012-05A** (Vacancy Announcement Number) and **CLA-524002** (Position number) in the subject of the e-mail. Applications without the Vacancy/Position Number or with incorrect numbers will not be accepted.

POINT OF CONTACT

C. T. Adams
Telephone: 3984-2419
FAX: 2282-2335

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)
- L. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- M. If applying for position that includes driving a U.S. Government Vehicle Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference

- Q. Education
- R. License, Skills, Training, Membership & Recognition
- S. Language Skills
- T. Work Experience
- U. References

All applications for the Subject announcement must be received by **March 05, 2012**.

EQUAL OPPORTUNITY EMPLOYER

The US Mission in Kolkata 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.

Cleared: GSO: Elizabeth E. Kozlow

Approved: MO: Daley C. O'Neil