

VACANCY ANNOUNCEMENT

(Announcement No. 15/12)

OPEN TO: All Qualified Candidates
POSITION: Travel Clerk (FSN-6)
OPENING DATE: May 18, 2015
CLOSING DATE: June 05, 2015
WORK HOURS: Full-time; 40 hours/week
SALARY: Actual salary will be based on the qualifications of the applicant.

NOTE: THIS IS A LOCAL POSITION. THE SELECTED CANDIDATE WILL COME UNDER LOCAL LABOR LAW, AND BE PAID ACCORDING TO THE EMBASSY'S LOCAL COMPENSATION PLAN. ALL ORDINARY RESIDENT APPLICANTS MUST BE RESIDING IN LAOS AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

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

BASIC FUNCTION OF POSITION

The incumbent serves as Travel Clerk at the Embassy Management Section. He/she provides assistance to Embassy Staff from all agencies in coordinating travel arrangements for all in country and overseas travel. He/she performs other clerical and routine administrative functions as required.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of bachelor degree in business administration or related field.
2. **Prior Work Experience:** At least two years of travel management and/or administration experience is required.
3. **Language Proficiency:** Level III good working knowledge of English and Level IV fluently spoken and written Lao language required.
4. **Knowledge:** Must have good knowledge of clerical practices and procedures, and travel arrangement in general.
5. **Skills and Abilities:** Good typing skills in both English and Lao language. Good computers skills using Microsoft Office applications such as Word, Excel, PowerPoint and some other related systems.

HOW TO APPLY

Interested applicants for this position must submit the following for the application to be considered:

1. Universal Application for Employment (Form DS-174). Download the form at: http://laos.usembassy.gov/job_opportunities.html
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that dresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy
Thadeu Road, Somvang Tai Village
PO Box 114, Vientiane, Laos
(Hardcopy or e-mail attachments are accepted)

POINT OF CONTACT

Telephone: 856-21-487176
Fax: 856-21-487140
E-mail: VientianeHRO@state.gov

Interested persons should contact Embassy Human Resources Office for more information. Blank application forms may be picked up from the cabinet inside the Embassy entrance.

Only shortlisted candidates will be notified.

CLOSING DATE FOR THIS POSITION: June 05, 2015

An Equal Opportunity Employer