



EMBASSY OF THE UNITED STATES OF AMERICA
Vacancy Announcement No. 031-14
Travel Clerk/Expeditor
Closing Date: May 19, 2014

The Embassy of the United States of America in Kigali is recruiting for the position of **Travel Clerk/Expeditor**. The position is available to start immediately.

BASIC FUNCTION OF POSITION

Assists with travel arrangements, hotel reservations, and preparation of travel-related documents for official travel of American and locally-employed Mission staff, in accordance with ICASS Service Standards. Provides expediting assistance and other airport assistance such as facilitation of pet arrival and departure and lost luggage tracking.

REQUIREMENTS:

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

1. Completion of secondary school is required.
2. Two years' experience in travel-related work (for Travel Agency, Airline Company, Airport, or other organization providing travel services) is required.
3. Level III written and spoken English is required.
4. Must be familiar with general travel principles, airline regulations and routings, airport security regulations.
5. Strong computer skills to include word processing, database and spreadsheet programs for tracking and reporting purposes, required. Strong interpersonal and communications skills to deal with airport officials and travelers in stressful situations, required. Must possess a valid local driver's license and be able to work evenings, weekends and holidays as required.

Note: All required skills will be tested*.

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 at (<http://www.state.gov/documents/organization/136408.pdf>)
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
4. Applications must be submitted either by dropping them off in the designated boxes at Embassy entrances (Main CAC or Consular CAC), or by e-mail to KigaliHRRecruitment@state.gov by COB May 19, 2014.

(Include in the subject line) Research and Evaluation Statistician – 031-14



Therese G. Johnson