

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 036 -13

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Travel Assistant

OPENING DATE: November 14, 2013

CLOSING DATE: November 29, 2013

WORK HOURS: Full-time; 40 hours/week

GRADE: *Not-Ordinarily Resident: FP-07 (To be confirmed by Washington)
*Ordinarily Resident: FSN-7

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SEE DEFINITION FOR "NOT-ORDINARILY RESIDENT" BELOW.

The United States Embassy, Freetown is soliciting applicants for the position of "Travel Assistant". The position is located in the General Services Office and reports to the General Services Officer (GSO).

FUNCTIONS OF THE POSITION:

Operating the post Integrated Logistics Management System, serves post Travel Arranger.

Monitors all activities of the outsource travel service provider to ensure required performance standards are met. Makes travel arrangements through the contractor on airline bookings, travel itinerary, and ticketing, ensuring that conditions are in line with policies and procedures. In collaboration with the Contractor and the other Travel Assistant, advises officials the most direct routes and air travel costs. Obtains and confirms tickets with contractor as necessary.

Arranges for temporary lodging of visitor of U.S. citizen or other Temporary Duty personnel. Prepares Government Travel Requests or written requests for travel assistance, prepares General Travel Requests (GTRs) for all categories of employees, including U.S. Government visiting officials and VIP visitors to post, or officials going on home leave transfer, rest and recuperation leave, emergency visitation, or medical evacuation travel.

Arranges for visas and other entry or departure formalities to meet deadlines for arrivals and departures. Prepares weekly TDY/visitors lists for information of post management, contractor and airport officials. Drafts Country Clearance cables and other travel related correspondences as necessary.

QUALIFICATIONS REQUIRED

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

- **Education:** Completion of secondary education and some college studies in travel or transportation is required.
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- **Experience:** Three years of progressively responsible experience in the travel and clerical fields.
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- **English Ability:** Level 3 English ability (good working knowledge) in written and spoken English.
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- **Other Criteria:** Should be able to read and acquire knowledge of Standardized Regulations and other agency procedures on travel within a reasonable period of time. Must be able to interpret regulations and instructions to specific cases.
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- **Other Skills:** Ability to deal tactfully; but effectively with host country officials and with U.S. citizen personnel and VIP visitors. Must be able to type at least 30 words per minute. Must be proficient in operating Microsoft word equipment and other computer programs.
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- **Interpersonal Skills:** Excellent interpersonal and communication skills, interacting with travel contractors, supervisors and customers to enhance smooth travel arrangements. Must be able to establish and maintain working level contacts with Travel Agents.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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 Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold 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 applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html or
2. A current resume or curriculum vitae that provides the same information as a DS-174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Human Resources Section
(Application for Travel Assistant)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076 51 5355

by handing a sealed envelope to a guard at the reception post at the American Embassy in Freetown.

Note: Only short listed applicants will be contacted.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFM's for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: November 29, 2013

The US Mission in Freetown 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.