

MANAGEMENT NOTICE

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 027-2014

OPEN TO: All Interested Candidates/ All Sources

POSITION: Travel Assistant, FSN-07/FP-07

OPENING DATE: October 02, 2014

CLOSING DATE: October 24, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinary Resident (OR)
(Position Grade FSN-07)

*Not-Ordinarily Resident (NOR)
(Position Grade FP-07)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The United States Embassy in Freetown is seeking an individual within or outside the Mission for the position of Travel Assistant. The position is located in the General Services Office and reports to the Shipping and Travel Supervisor.

BASIC FUNCTION OF POSITION:

Under the general supervision of the Shipping and Travel Supervisor, has primary duties for arranging travel of U.S. government TDYers, VIP visitors and other personnel at post, through an outside travel agent or contractor. Advises on entitlements of all areas of travel. A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact the HR Office at American Embassy, Hill Station or visit the website below to obtain a copy of the position description. Please see appendix C.

QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of secondary education and some college studies in travel or transportation is required.
- 2. Experience:** Three years of progressively responsible experience in the travel and clerical fields.
- 3. English Ability:** Level 3 English ability (fluent) in written and spoken English. English Level will be tested.
- 4. Other Criteria:** Employee must be able to acquire knowledge of Standardized Regulations (Government civilians, Foreign Areas), and of applicable agency (State, DoD, AID, PC), etc. ancillary instructions and be familiar with manuals and handbooks on General Services office matters within a reasonable period of time from the date of employment.
- 5. 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. Must be able to interpret regulations and instructions to specific cases.
- 6. Interpersonal skills:** Interpersonal relationship with members of General Services office and the entire embassy in coordinating work through positive teamwork collaboration.

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 EFM's 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. Universal Application for Employment as a Locally Employed Staff or Family Member (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 found on the UAE (see Appendix B); OR
3. 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; PLUS
4. 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.
5. Any other documentation (e.g., essays, certificates, awards) 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: 076/022-515-075

POINT OF CONTACT:

Human Resources Section: 076-515-000/079-961-624/078-708-790

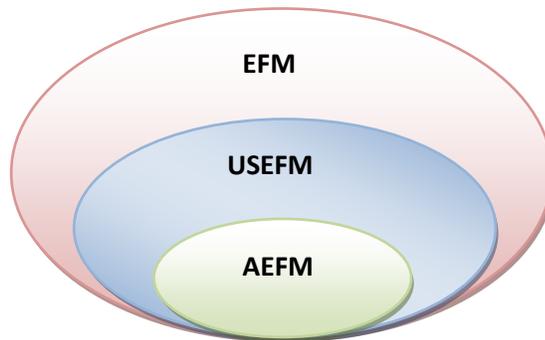
CLOSING DATE FOR THIS POSITION: October 24, 2014

The U.S. Mission in Freetown, Sierra Leone 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 A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 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. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. 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:

1. 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
 2. 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.
 - 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 U.S. Citizen.

5. **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 U.S. Social Security Number (SSN).

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

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens are compensated in accordance with the Local Compensation Plan (LCP).

APPENDIX B

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

APPENDIX C

COMPLETE JOB DESCRIPTION - TRAVEL ASSISTANT

Under the general supervision of the Shipping and Travel Supervisor the incumbent has primary duties for arranging travel of U.S. government TDYers, VIP visitors and other personnel at post, through an outside travel agent or contractor. Advises on entitlements of all areas of travel operating the post ILMS electronic system, serves post Travel Arranger.

S/he 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 visits of U.S. citizen or other Temporary Duty personnel. The incumbent prepares Government 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 correspondence as necessary.

Performs other duties as required by GSO Officer.

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**