

Position Description: Travel Assistant

❖ **Basic Function of the Position:**

Incumbent serves as the Travel Assistant for the entire Mission, reports to the General Services Office and serves as Contracting Officer's representative to the Travel Management Center (TMC) contract which oversees all US Government official travel at Embassy Colombo. Position will receive and process all hotel requests for USG official travel in Sri Lanka and Maldives and is responsible for ensuring all travel functions complies with Department of State regulations and Embassy Colombo policies.

❖ **Major Duties and responsibilities:**

Travel Arranger – Airline Reservation:

- Incumbent is responsible for all facets of USG official air travel in coordination with the Embassy Colombo Travel Management Center (TMC).
- Advises US citizen and local members of Embassy on regulations and procedures to purchase airline tickets.
- Prepares correspondence, guidance, cables, and reports on all matters pertaining to airline ticketing. Maintains contact with airline companies including Sri Lankan Airlines, Heli Tours, and Cinnamon Air.

Travel Arranger- Hotel Reservations:

- Incumbent is responsible for all hotel reservations for USG official travel in Sri Lanka and Maldives.
- Maintains up-to-date list of hotel contacts throughout Colombo, out-of-Colombo, and Maldives.

E2/Visa/VIP Travel Arranger:

- Incumbent will be Embassy Colombo's subject matter expert on E2 travel software. Responds to E2 inquiries and conducts one-on-one and group training on the E2 software.
- Incumbent will prepare E2 Travel Authorizations for personnel within Management and the Executive Office as required.
- Arranges for visas for Embassy Colombo staff going on official travel to countries other than the United States, as required.
- Maintains contact database for key members in Visa processing sections from other Embassies and High Commissions in Colombo.
- Performs a wide range of travel services ranging from above to managing personal sightseeing tours, shopping, vehicle transportation, etc .

Back up to GSO Administrative Assistant:

- Assumes duties of General Services Office Admin Assistant in his/her absence.