

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

U.S. Embassy Ashgabat

2. AGENCY

State

3a. POSITION NO.

A50003

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION

- a. Redescription of duties: This position replaces
 Position No. A50003, Management/Travel Clerk (Title) 105 (Series) 06 (Grade)
- b. New Position
- c. Other (explain) vacant position duties revised

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)a. Post Classification Authority
HRO

Management Clerk, FSN-105

06

GMVS

09/20/12

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)**7. NAME OF EMPLOYEE****8. OFFICE/SECTION**

Management Section

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee_____
Date(mm-dd-yy)_____
Typed Name and Signature of Supervisor09/20/2012
Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of Section Chief or
Agency Head09/20/2012
Date(mm-dd-yy)_____
Typed Name and Signature of Admin or Human
Resources Officer09/20/2012
Date(mm-dd-yy)**13. BASIC FUNCTION OF POSITION**

Under the general supervision of the Management Assistant the incumbent is responsible for a variety of administrative duties related with obtaining visas for the Embassy employees and visitors.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME****Third country visas – 60%**

- Is responsible for obtaining third country visas for all Embassy employees traveling on official business to other countries. Prepares and/or completes all the necessary documents and application forms for the various third country visas and submits them to the appropriate offices in other diplomatic missions and/or in Travel companies. Due to these responsibilities establishes and maintains beneficial relationship with consular sections of other diplomatic missions, with the State Migration Service and Travel companies in Turkmenistan.
- Files documents in electronic and paper files by chronological and/or alphabetical order. The types of documents include copies of completed and submitted visa requests, statistics of obtained 3rd country visas and registration of Embassy TDYer at the State Migration Service.
- Keeps abreast of changes in visa regulations and procedures in Turkmenistan and other countries' basic visa regulations and locates obtained information in appropriate internal library.
- Takes pictures for visas, passports and accreditation cards by using photo camera. Develops or formats pictures on computer using Photoshop or other appropriate Microsoft Office software to make sure that the pictures coincide with the size/color/effect requirements of Ministry of Foreign Affairs(MFA) of Turkmenistan, other diplomatic missions and/Travel agencies.

Turkmen visa and registration –15%

- The incumbent will be dealing with registration of TDYers with diplomatic passports at the MFA of Turkmenistan.
- Prepares or completes registration documents and application forms, drafts letters and submits them to the appropriate office at the MFA.
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Other administrative duties –15%

- Is responsible for making conference room reservations for Multi-Purpose Room (MPR), receives e-mails and/or phone call requests for making reservations and makes appropriate reservations. Keeps accurate calendar of events to be held at the MPR.
- Maintains the Management Office's Share Point on the Embassy intranet web site: uploads forms, information, applications, policies, procedure into the Share Point in order to make it available for public use.
- Uploads all Management Notices and Policies to the Share Point and keeps the Share Point updated.
- Performs other duties as assigned by supervisor.

Tour arrangement assistance – 5%

- Assists Embassy diplomats, visitors and TDYers with tour arrangements throughout Turkmenistan. Advises on the appropriate travel companies. Keeps accurate information about travel companies, drivers and tour guides, and or other contacts in other regions of Turkmenistan who can help with organizing different tours.

**Primary Back up for MGMT Assistant and
Back up for MGT/Visa Clerk****5%**

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Completion of secondary education is required.
- b. **Prior Work Experience:** 1 to 2 years of work experience in administrative or clerical job is required.
- c. **Post Entry Training:** Mostly on the job training: communication skills
- d. **Language Proficiency:** Level III (good working knowledge) of English, Russian (fluency in speaking, writing, reading and translating capability), and Level III (good working knowledge) of Turkmen Language is required
- e. **Job Knowledge:** Good knowledge of the section and mission rules and regulations related to obtaining visas, as well as good knowledge of visa rules and regulations in Turkmenistan.
- f. **Skills and Abilities:** Good interpersonal skills. Ability to be assertive, exercise tact and diplomacy with contacts in the MFA, foreign Embassies and host government offices. Should be proficient with word-processing equipment. Must be able to draft in English, Russian. Must have good working skills in Photoshop.

16. POSITION ELEMENTS

- a. **Supervision Received:** Directly supervised by Management Assistant.
- b. **Supervision Exercised:** None
- c. **Available Guidelines:** Oral instructions. Some standard regulations related to the Management Section of the Embassy.
- d. **Exercise of Judgment:** Must exercise good judgment in performing everyday duties.
- e. **Authority to Make Commitments:** None
- f. **Nature, Level, and Purpose of Contacts:** Daily contacts with Embassy LES, Diplomats, mid-level local government officials and foreign embassies personnel.
- g. **Time Expected to Reach Full Performance Level:** one year.