

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.

A52402

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. _____, _____ (Title) _____ (Series) _____ (Grade)
- b. New Position
- c. Other (explain) _____

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

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

Travel Agent, FSN-0910

04

BJM

01/10/12

b. Other

c. Proposed by Initiating Office

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

01/10/2012

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 Head

01/10/2012

Date(mm-dd-yy)

Typed Name and Signature of Admin or Human
Resources Officer

01/10/2012

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Responsible for a variety of travel-related duties at the Turkmenistan Airlines Agency, under the general supervision of the Travel Assistant.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

Makes airline reservations for international and domestic travel via Turkmenistan Airlines. Provides assistance with purchasing tickets for the Embassy personnel on all models of transportation including train. This includes but is not exclusive to Turkmenistan Airlines and Railway Station office.

Keeps abreast of seasonal changes of airlines' schedules and ticket costs. Provides the Embassy Travel Assistant with up-to-date travel information including schedules, rule changes and all fare prices (international and domestic).

Contacts the Embassy Travel Assistant daily at 14:30 to collect all new reservation information, and provides assistance to the Embassy Travel Assistant with ticket purchasing.

Maintains statistical records of number of tickets sold and prices, and presents this data to the Embassy Travel Assistant on a monthly basis - 95%

Other duties as assigned – 5%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Completion of secondary school.
- b. **Prior Work Experience:** 1-2 years of previous experience in travel field.
- c. **Post Entry Training:** none
- d. **Language Proficiency:** Level I (rudimentary) English, Level III (good working knowledge) Russian and Turkmen.
- e. **Job Knowledges:** Travel regulations and travel agency requirements
- f. **Skills, and Abilities:** Good communication skills and ability to maintain good contacts at the agency.

16. POSITION ELEMENTS

- a. **Supervision Received:** From the Travel Assistant and Travel Clerk
- b. **Supervision Exercised:** None
- c. **Available Guidelines:** Turkmenistan travel regulations
- d. **Exercise of Judgment:** None
- e. **Authority to Make Commitments:** None
- f. **Nature, Level, and Purpose of Contacts:** Turkmenistan Airlines, Uzbekistan Airways and S7 Airlines ticketing agents
- g. **Time Expected to Reach Full Performance Level:** 3 months.