

ANNOUNCEMENT NUMBER: 2009-19

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration.

OPEN TO: All Interested Candidates

POSITION: Travel Clerk

OPENING DATE: October 23, 2009

CLOSING DATE: November 06, 2009

WORK HOURS: Full-time

LENGTH OF HIRE: Temporary position: Until June 2010

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

The U.S. Embassy in Bishkek is seeking an individual for the position of Travel Clerk in General Services Office.

BASIC FUNCTION OF POSITION

The incumbent serves as the post travel assistant, which includes making hotel, car and flight reservations. He/she works with the centrally billed travel card and ensures that payments are made for air tickets. The incumbent is also responsible for organizing trainings/conferences upon request from different sections. The Employee also serves as the person of contact with hotels, airlines, travel agencies, Carlson Wagonlit Travel, transportation companies, and conference facilities. The incumbent is the backup for the shipping clerk. The incumbent is responsible for doing time and attendance for the General Service Office section. The employee reports to the General Services Officer and may be required to perform other duties as assigned by the General Services Officer.

QUALIFICATIONS REQUIRED

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

1. Education: University degree in the field of International Relations or Business Administration or related field is required.

2. Prior work experience: At least one year of office experience in travel/tourism work and/or administrative type of positions is required.
3. Language Proficiency: Level III (speaking/reading) English, Level IV (speaking/reading) Russian required.
4. Job Knowledges: Specialist knowledge of local travel industry facilities and companies (hotels, airport, airlines, travel agencies) and standard industry practices. Good Knowledge of Microsoft suit (Word, Excel, Internet, and Outlook).Excellent understanding of organization process of training/conference. Good knowledge of US Government travel rules and regulations. Thorough knowledge of Bishkek is required.
5. Skills and abilities: Level I typing ability, ability to deal with American staff and local airline, hotel and training/conference personnel, as well as local customs and immigration officials. Ability to perform effectively under pressure in meeting demands of VIPs and other official travelers.
Demonstrate ability of use the internet for research, including the use of search engines. Excellent skills in interpersonal relations and customer service. Must have good administrative and clerical skills. Ability to establish priorities and organize a large amount of varied information. Ability to translate and interpret from English into Russian and vice versa. Good time management skills.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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 Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a 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.

6. The candidate must be able to obtain and hold a security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or

a current resume or curriculum vitae that provides the same information as an OF-612; plus

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

3. 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:

Human Resources Unit
U.S. Embassy Bishkek
Address: Prospect Mira, 171
Or e-mail: BishkekHR@state.gov

POINT OF CONTACT

Telephone: +996-312-551-241

Fax: +996-312-551-264

(Ask telephone operator to transfer the call to the Human Resources Office)

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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.

3. 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 US Citizen.

4. 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 US Social Security Number (SSN).

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

5. Ordinarily Resident (OR) – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: NOVEMBER 06, 2009

The US Mission in Bishkek 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.