



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

Solicitation open to:	All Interested Candidates
Position Title:	Travel Assistant
Type of vacancy:	Multiple Positions
Opening date:	October 22, 2013
Closing date:	November 05, 2013
Vacancy announcement #:	USAID/306/14/10/OM
Work Hours:	40 hours (Full time)
Position Grade:	FSN-07

USAID/Afghanistan is seeking individuals for the position of Travel Assistant in the Office of Management (OM) Section.

BASIC FUNCTION OF THE POSITION:

The Travel Assistant for USAID Afghanistan responsible for providing the full range of travel and visitor services to US and FSN employees of USAID and support services to official visitors. Because of the in country circumstances resulting from security situation and many years of war, the preferred mode of travel is by air.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Position must be fully conversant and knowledgeable of travel authorized for TDY, PCS, home leave, training, etc., and in addition travel authorized because of the Afghanistan situation, such as R&R and family visitations.
2. Under the target position, the incumbent independently performs the full range of work with completed work given cursory review when signing Travel Authorizing documents. Incumbent will assist the arrangement of commercial travel directly, and military or UN air is arranged by the incumbent and coordinated with US Embassy. On a regular basis performs analysis of travel costs and works closely with the Financial Management Office to accomplish this. Prepares a summary and develops a system for cost construct, price and cost analysis of tickets.
3. Works with personnel to obtain information on authorized travelers who may need assistance. Coordinates with Embassy GSO-Travel Office to make airline travel reservations, and tickets. Insures fair pricing for tickets, and that travel is performed according to U.S. Government travel regulations.
4. Prepares and issues final authorizations that form a basis for computing and verifying travel agent claims and invoices for tickets. Reviews voucher claims for payments related to travel and provides support documentation for transportation vouchers and ticket invoice vouchers etc.
5. Advises U.S. citizen personnel of their entitlements in a wide variety of travel situations, including home leave and return to the post, home leave and transfer, R&R leave, medical evacuation, invitational travel, emergency leave, etc. Prepares General Travel Requests (GTRs) and Travel Authorities (TAs) and obtains and validates tickets, or arranges for this to be done by others. Prepares correspondence, cables, and reports concerning travel matters. May type

documentation and other paperwork and perform necessary filing and record keeping, or arrange to have this done by others. Performs types of travel services indicated above for official visitors and VIP visitors. Maintains contacts with working level personnel at State GSO travel offices and airlines, to facilitate obtaining travel reservations and tickets on short notice.

6. With the occasional assistance of three Deputy Executive Officers or the Supervisory Executive Officer advises U.S. citizen, TCN personnel of their entitlements relating to home leave, R&R, emergency leave, MEDEVAC, etc. Provides a briefing to the new comers regarding Mission travel policy.
7. Responsible for providing the full range of travel and visitor services to US, TCN, TDY and FSN employees of USAID and support services to official visitors. Because of the in country circumstances resulting from security situation and many years of war, the preferred mode of travel is by air. Commercial travel is arranged directly, and military or UN air is arranged by the incumbent and coordinated with US Embassy. Position must be fully conversant and knowledgeable of travel authorized for TDY, PCS, home leave, training, etc., and in addition travel authorized because of the Afghanistan situation, such as R&R and family visitations. Position also arranges for obtaining required visas. Under the target position, the incumbent independently performs the full range of work with completed work given cursory review when signing Travel Authorizing documents.
8. Serves as a Subject Matter Expert (SME) for E2 travel arrangement software and assists USAID/Staff to prepare Travel Authorizations (TAs) for the different travel types like entitlement travels e.g. Home Leave, R&R, RRB; Official travels e.g. Temporary Duty (TDY), Consultations, for a wide array of employee categories.
9. Works very closely with the motor pool unit to ensure timely pick up and drop off for travelers; coordinates with Provincial Reconstruction Team (PRT) offices on travel matters; ensures that a proper filing system is in place both electronic and hard copy and all files are well documented; receives notice of incoming or outgoing travelers and shipments, and facilitates their movements. Develops contacts with travel agents, shipping agents, packing firms and airline officials.

QUALIFICATIONS REQUIRED:

Education: Completion of secondary school is required. Some additional technical or collegiate education is desired.

Experience: A minimum of two years of experience providing administrative or customer services in a customer service providing industry, or government/non-governmental institution, or a private sector is required.

Language: Level III (Good working knowledge) of speaking/reading English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required.

Knowledge, Abilities and Skills: Ability to understand regulations and policies, a thorough understanding and ability to interpret policies and regulations is needed. Flexibility to maintain professional relationship with all categories of customers to include host Government, NGOs and contractor personnel in time sensitive environment is required. Knowledge about the regulations regarding Regional rest Breaks, R&R, etc. which are specific to Afghanistan under the special benefits is desired. Excellent interpersonal skills and genuine interest in assisting the Mission staff with travel issues are necessary. A high degree of professionalism and discretion in resolving travel issues are essential requirements for this the position.

HOW TO APPLY

Applicants are required to submit a complete application package which must include all required documents to afpakjobs@usaid.gov and AfUSAIDJobs@state.gov with a **Subject line: (OM1410).**

ANY/ALL application submissions after the closing date of November 05, 2013 will not be considered.

REQUIRED DOCUMENTS:

- 1. Cover memo/email outlining your qualifications and experience against the selection criteria.**
- 2. Universal Application for Employment as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> and/or
- 3. A current resume or curriculum vitae that provides the same information found on the UAE;**

(We understand that not all applicants are able to down load the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.

Note:

- Ø Only Short-listed candidates will be notified.**
- Ø This vacancy is only open to Afghan Nationals.**
- Ø Applications with insufficient information to make a determination will not be considered.**
- Ø No in-person appointments or telephone calls will be entertained.**
- Ø Women are encouraged to apply.**

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**