

# JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – LOME

No.: 09HR-014

July 31, 2009

TO: All employees, all Agencies

Subject: VACANCY ANNOUNCEMENT

OPEN TO: All interested Candidates  
POSITION: Travel Assistant, FSN-7 (FP-07, AEFM only)  
OPENING DATE: August 03, 2009  
CLOSING DATE: August 17, 2009  
WORK HOURS: Full-time: 40 hours/week

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

The U.S. Embassy in Lome is seeking individual for the position of Travel Assistant in the Travel Section.

To apply, please go to: <http://togo.usembassy.gov/employmt.html>

## BASIC FUNCTION OF POSITION

Arranges for the travel of personnel and dependents stationed in Lome and for the travel and lodging of official and VIP visitors to Togo. Gives airport assistance as Expediter to Embassy personnel and dependents stationed in Lome, VIP visitors to Togo, TDY' coming or transiting Togo, night and day.

**The major duties and responsibilities are pasted at the end of the announcement.**

## QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of Secondary School is required.
- 2. Work experience:** Two years of progressively responsible experience in travel, expediting or closely related field is required.
- 3. Language:** Level III (good working knowledge) English and Level IV (fluent) French ability are required. *English language will be tested.*
- 4. Skills:** Ability to set priorities, pay close attention to detail and deal tactfully and effectively with employees and dependents; airlines, airport and hotel official and TDY/VIP visitors is required. Ability invariably to meet prescribed appointments (airport arrivals and departures, etc.) at any time of the day or night is required.

## SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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.

## TO APPLY

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

1. Application for U.S. Federal Employment OF-612; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## NOTE:

1. **ALL APPLICATIONS MUST HAVE THE JOB ANNOUNCEMENT NUMBER AND THE POSITION TITLE IDENTIFIED.**
2. **ALL APPLICATION MUST BE SENT ELECTRONICALLY TO [HROLOme@state.gov](mailto:HROLOme@state.gov) EMAIL ADDRESS.**
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION.**
4. **APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

## DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

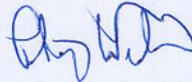
--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: August 17, 2009**

The US Mission in Lome 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.



Philip Wilson  
A/Management Officer

**Major duties and responsibilities:**

Working under non-technical supervision, makes travel arrangements for U.S. citizen personnel and dependents assigned to Lome, for LE Staff on TDY travel, and for official and VIP visitors to Togo.

Considers the most direct routes; salary and per diem costs; air fares; anticipated difficulties using particular flights, airlines or airports; and other pertinent factors. Makes and reconfirms plane reservations. Expedites medical evacuations for American personnel and dependents, which can involve urgent and complex administrative and logistical operations.

Assists the large majority of official visitors and all VIP visitors to Togo for arrivals/departures at the Lomé international airport or at the Ghana or Benin borders. Expedites visitors through health, police/immigration, and customs checks and luggage check-ins in order to minimize delays. For VIPs, coordinate with Togolese authorities to permit VIPs to use the airport's "Salon d'Honneur" (VIP lounge) and to avoid all GOT checkpoints by handcarrying documentation in their stead. Work at any hour of the day or night, depending on plane schedules. Tracks down missing luggage when necessary.

Makes reservations for lodging at hotels in Togo for official and VIP visitors and obtain the lowest rates available. Assists official visitors in registering at hotels, and pre-registers VIP visitors at hotels.

Advises U.S. citizen personnel of their entitlements in a wide variety of travel situations, including home-leave and return to Lomé, home-leave and transfer, R&R leave, medical evacuation, etc.

Prepares Government Travel Requests (GTRs), Travel Authorizations (TAs), Government Excess Baggage Authorizations (GEBAs), and Redemption of Unused Ticket (SF-1170). Prepares correspondence, cables and reports concerning travel matters. Types the necessary paperwork and documentation and keeps necessary files and records, Types travel orders for Post travelers. Types travel vouchers in proper format based on information submitted in draft by travelers stationed at Post.

Obtains and validates plane tickets. Maintains contacts with appropriate personnel associated with airlines, hotels, airport, etc., in order to facilitate quick resolution of problems. Performs the types of travel services indicated above for official visitors and VIPs. In the case of the latter, may also arrange other types of services, such as sightseeing tours, shopping trips, etc.

Other duties as assigned.