



HUMAN RESOURCES NOTICE

U.S. Embassy, Buenos Aires

Vacancy Announcement No.31/09
October 21, 2009

OPEN TO:	ALL INTERESTED CANDIDATES
POSITION:	Travel Assistant (TEMPORARY)
OPENING DATE:	October 21, 2009
CLOSING DATE:	November 4, 2009
WORK HOURS:	Full time; 40 hours/week.
SALARY:	Ordinarily resident: FSN-8 on the local compensation scale Not-ordinarily resident: FP-6
LENGTH OF SERVICE:	Six months

NOTE: ALL NOT-ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Buenos Aires is seeking a temporary Travel Assistant to work in the General Services Office.

BASIC FUNCTION OF THE POSITION

The incumbent is responsible for the operation of the Embassy official travel services. S/he prepares orders for official travel for Embassy employees. Acts as the Embassy liaison with the government contracted travel agency. S/he provides hotel reservation services and assistance for VIP visits.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion. *The job knowledge and skills /abilities detailed below are required for the full performance of the job.*

- Completion of secondary school is required.
- The incumbent must have two years experience in travel agencies or airline companies.
- Level IV (fluent) written and spoken English and Spanish are required.
- The incumbent must have knowledge about airlines, airports and hotel operations, ticketing and fare schedules, and local airport procedures and policies.
- Knowledge of MS Office package is required.

SELECTION CRITERIA

When equally qualified, U.S. Citizen Appointment 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. Currently employed U.S. Citizen Eligible Family Members who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
3. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Not Ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

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



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1. A current resume or curriculum vitae indicating education, experience, language level and knowledge according to requirements; **or**
2. Application for U.S. Federal Employment (SF-171, or OF-612)
3. Candidates who claim U.S. Veterans preference must provide a copy of their 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 listed above.

SUBMIT APPLICATION TO

Human Resources Office
Av. Colombia 4300; or
fax to 5777-4201; or email
buenosaires-rrhh@state.gov

DEFINITIONS

1. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority who do not meet the definition of AEFM below.
2. Appointment Eligible Family Member (AEFM): A type of Eligible Family Member (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:
 - a. U.S. citizen;
 - b. Spouse or dependent who is at least age 18;
 - c. Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
 - d. Does not receive a U.S. Government annuity or pension based on a career in the U.S. Civil or Foreign services.
3. Member of Household (MOH): 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 U.S. Citizen EFMs and EFMs of Foreign Service, General Schedule, and uniformed service members who are eligible for employment under an American U.S. Government 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: 11/4/09

The U.S. Mission in Buenos Aires is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.