Vacancy Announcement

U.S. Mission: Lima

Announcement Number: Lima-2018-05-28

Position Title: Travel Assistant

Opening Period: May 16, 2018 – May 30, 2018

Series/Grade: LE (Locally Employed)-0910 / FSN-07

FS (Foreign Service)-0910 / FP-07

Salary: LE: S/. 76,358.34 – S/. 76,358.34 (Soles)

(Annual gross salary including July and December bonuses)

FP: US \$43,031.00 – US \$43,031.00 (U.S. Dollars)

(Annual gross salary)

For More Information: Send e-mail to LimaRecruitment@state.gov

Who May Apply: All Interested Candidates / All Sources

Security Clearance Required: Local Security Certification

Duration of Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the (<u>Eight (i) Qualities of Overseas Employees</u>) before you apply.

Summary: The U.S. Mission in Lima is seeking eligible and qualified applicants for the position of **Travel Assistant** in the International Narcotics and Law Enforcement Affairs Section (INL).

The work schedule for this position is: Full Time (40 hours per week).

Start date: Candidate must be able to begin working within a reasonable period of time (30 days) after receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No.

Duties: The International Narcotics and Law Enforcement Affairs Section (INL) Travel and Transportation Assistant manages the INL Motor Pool and the INL Travel Program. The position is a key travel advisor to the INL leadership on travel and transportation policies. The position coordinates Motor Pool operations, and directly supervises five staff from the Travel & Transportation unit. For Travel, the position plans, negotiates and oversees all INL funded

overseas and regional invitational travel in Peru. He/she also provides support to American Officers, PSCs and LE Staff for official domestic and international travel.

Qualifications and Evaluations:

• **Education:** Two years of college or university studies in general coursework related to business, administration, management, or travel is required.

Requirements:

• **Experience:** Two years of progressively responsible experience in the travel field or in a closely related field, such as administrative management is required.

Evaluations:

• Language: Level 4 (fluent) Speaking/Reading/Writing of English is required. Level 4 (fluent) Speaking/Reading/Writing of Spanish is required. (This may be tested.)

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

<u>EQUAL EMPLOYMENT OPPORTUNITY (EEO)</u>: The U.S. Mission 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.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

Hiring Preference Order:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

^{*} IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with reemployment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: https://careers.state.gov/downloads/files/definitions-for-va.

How to Apply: All candidates must be able to obtain and hold a Local Security Certification. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site or in this link: <u>Universal Application for Employment (UAE)</u>

To apply for this position, applicants should electronically submit the documents listed below:

- DS-174 Application Form
- Certificate of required study
- Copy of identity document
- Presentation Letter
- Driver's License, if required
- DD-214 Member Copy 4, Letter from Veterans' Affairs, if applicable
- SF-50, if applicable

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: The complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources Office at LimaRecruitment@state.gov.

Thank you for your application and your interest in working at the U.S. Mission in Lima, Peru.

^{*} Please note that the maximum size for your application e-mail should not exceed 5MB.