

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <p style="text-align: center;">ABIDJAN</p>	2. Agency <p style="text-align: center;">STATE</p>	3a. Position Number
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.  
 Yes     No

4. Reason For Submission

a. Redescription of duties: This position replaces  
 (Position Number) \_\_\_\_\_ , (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

b. New Position \_\_\_\_\_

c. Other (explain) Hiring purpose

5. Classification Action	Position Title and Series Code	Grade	Initials	Date <i>(mm-dd-yyyy)</i>
a. Post Classification Authority	GSO Housing Clerk , FSN-105	FSN-6		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position <i>(If different from official title)</i>	7. Name of Employee
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8. Office/Section <p style="text-align: center;">American Embassy, Abidjan, Côte d'Ivoire</p>	a. First Subdivision <p style="text-align: center;">Administrative Section</p>
b. Second Subdivision <p style="text-align: center;">General Service Office (GSO)</p>	c. Third Subdivision <p style="text-align: center;">Housing/Leasing</p>

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
_____ Typed Name and Signature of Employee                      Date <i>(mm-dd-yyyy)</i>	_____ Typed Name and Signature of Supervisor                      Date <i>(mm-dd-yyyy)</i>

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
_____ Typed Name and Signature of Section Chief or Agency Head                      Date <i>(mm-dd-yyyy)</i>	_____ Typed Name and Signature of Admin or Human Resources                      Date <i>(mm-dd-yyyy)</i>

13. Basic Function Of Position  
 Incumbent assists the Housing Supervisor in the location of suitable short-term lease residential properties for Mission employees. Co-ordinates Landlord repairs as requested by Facilities Maintenance Manager (FMM) during make ready renewal of leases and general routine maintenance schedules. Keeps housing list, housing view spread sheet and Real Property Application (RPA) systems up to date and update utility log with current occupant information.

14. Major Duties and Responsibilities 100 % of Time

Incumbent is responsible for the examination and recording of a broad scope of various utility bills from a variety of vendors under different contractual arrangement and provide detail of payment to vendors. He also negotiates with vendors to prevent cutting off electricity, water supplies and telephone lines as well as ensuring that they fix malfunctions or breakdowns under their responsibilities.

Prepares upcoming vacant houses list and other materials for Housing Board Meetings. Keeps Housing Board records. Prepares Landlord letter to accompany rent payment as well as co-ordinates rent deductions with Facility Maintenance Manager (FMM) and Financial Management Officer (FMO).

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(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

Completion of Secondary school required.

b. Prior Work Experience

One (1) year experience with renting residential properties is required.

c. Post Entry Training

Training on policy and procedures of the USG Housing Abroad program. Familiarization with computer applications used in Real Property management e.g. REMS, Web RPA and training in the property filing system used.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Fluent English and French both Written and Oral (Level IV) including the ability to translate. On occasion, the job holder may need to act as interpreter from French to English and vice versa.

e. Job Knowledge

Thorough knowledge of basic computer application packages such as MS Office (MS-Word, MS-Excel, MS-Access, etc). Basic accounting and clerical skills. knowledge of post housing policy as well as OBO regulations related to housing. Knowledge of loc

f. Skills and Abilities

Ability to develop close working relationship with B&F staff and key officials of local utilities companies in order to communicate.

Must have strong computer skills to include knowledge in Excel, Word, Powerpoint and Access to calculate usage statistic to confirm

16. Position Element

a. Supervision Received

Supervised by Housing/Leasing Supervisor

b. Supervision Exercised

N/A

c. Available Guidelines

14FAM, Post Housing Handbook.

May consult with housing Supervisor or S/GSO, A/GSO.

d. Exercise of Judgment

Determine if payment request by local utilities are proper and legal and correct covering the right period.

e. Authority to Make Commitments

N/A

f. Nature, Level, and Purpose of Contacts

American Embassy employees and services provider.

g. Time Expected to Reach Full Performance Level

One year

**Addendum 1**

Incumbent works with landlords, realty agents, and other entities to identify properties for the housing pool. Screens properties to select those that meet Mission Housing requirements. Arranges for potential properties to be reviewed by the General Services Officer (GSO), Regional Security Officer (RSO) and Facility Maintenance Manager for approval. Arranges lease negotiation meetings between the landlord, the housing/leasing supervisor and Contracting Officer and notifies landlords of lease renewal in advance and prepares the lease document for signing.

Conduct pre-departure inspection of housing units soon to be vacated and report damages. Based on this inspection, determine whether damages are due to the occupant or not and report to the direct supervisor and the Housing coordinator or contracting officer (GSO).

Works closely with IT telephone technician regarding new telephone line installation or repairs related to Telephone Company and assist direct supervisor in copying, scanning, files uploading and photo shooting for the section use.

Liaises between maintenance personnel to ensure repair work and make readies, hanging of curtains to minimize the number of days housing units are unoccupied. Liaises with the Warehouse Supervisors and crew, arranges the kits and furniture and replacement of residential items when necessary and needed.

Prepares procurement requisitions (ARIBA) for Housing related make ready requirements, new curtains, cleaning of curtains, cleaning of residences and cleaning of furniture. Liaises with Procurement Agent tracking payments for contractors. Manages Chronological, Lease and Vendor files pertinent to GSO Housing operations. Insures that all work orders related to landlord are taking care of, cross-referenced and available in the file. Prepare rental payment vouchers. Same time do filing for Housing.

Serves as back-up to the housing/leasing supervisor when not available for the following tasks:  
Conduct final inspection after Make-Ready.

Acts as the back up to the Housing Supervisor.