

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 <p style="text-align: center;">353001100372</p>
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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 (mm-dd-yyyy)
a. Post Classification Authority	Lead Customs Expedito, FSN-905	6		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">Supervisory Customs Expedito</p>	7. Name of Employee <p style="text-align: center;">Vacant</p>
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8. Office/Section <p style="text-align: center;">American Embassy, Abidjan</p>	a. First Subdivision <p style="text-align: center;">Management</p>
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b. Second Subdivision <p style="text-align: center;">General Service Office</p>	c. Third Subdivision <p style="text-align: center;">Travel</p>
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9. This is a complete and accurate description of the duties and responsibilities of my position.

Vacant

Printed Name of Employee

Signature of Employee

Date (mm-dd-yyyy)

10. This is a complete and accurate description of the duties and responsibilities of this position.

Printed Name of Supervisor

Signature of Supervisor

Date (mm-dd-yyyy)

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.

Printed Name of Chief or Agency Head

Signature of Section Chief or Agency Head

Date (mm-dd-yyyy)

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.

Printed Name of Admin or Human Resources Officer

Signature of Admin or Human Resources Officer

Date (mm-dd-yyyy)

13. Basic Function Of Position
 Provides customs and immigration assistance to arriving and departing USG personnel and other official travelers, and acts as the back-up to the Travel Assistant.

14. Major Duties and Responsibilities 100 % of Time

40% Accompanies incoming and outgoing USG personnel (who are enrolled in ICASS services) at the airport, facilitates customs clearance of their baggage, takes their documents through customs, health and immigration, and may accompany them to their residences or temporary quarters. Reconfirms tickets at the airport for transiting passengers when necessary. Drives self and other officials as directed.

40% Serves as the lead for the GSO airport expedito team, and is the primary contact for scheduling issues. Ensures that all expedito requests are processed and that travelers are met and assisted, coordinates efforts to locate and retrieve lost baggage, processes requests for VIP lounge access, processes requests for temporary badges, generates ICASS workload statistics, processes all expedito team time sheets and represents the expedito group at official representational events.

(See Addendum 1)

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15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school education is required.

b. Prior Work Experience

Minimum two years clerical or other experience in shipping, transportation or a related field.

c. Post Entry Training

Training in applicable FAM and other USG travel regulations, familiarization with Ivoirian customs laws and Abidjan airport procedures. Travel Policy, e2 and Safe Driver training.

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

French Level 4 (Fluency) speaking/reading/writing in is required.

English Level 3 (good working knowledge) speaking/reading/writing in both and French is required.

e. Job Knowledge

A general knowledge of applicable regulations is required.

f. Skills and Abilities

Must have a valid driver's licence. Must have a demonstrated ability to successfully negotiate with transit agents and airport officials, to manage difficult situations and to make appropriate decisions under pressure.

16. Position Element

a. Supervision Received

Travel Supervisor

b. Supervision Exercised

Coordinates the work of three expeditors and acts as the back-up Travel Supervisor.

c. Available Guidelines

Federal Travel Regulations, FAM & FAH, and mission administrative guidelines.

d. Exercise of Judgment

Must not perform expeditor services at the airport while off-duty and/or for non-official travelers. Must use good judgement in deciding when to contact the Duty Officer or American Supervisor when problems arise (lost luggage, travelers without visas, etc.)

e. Authority to Make Commitments

None

f. Nature, Level, and Purpose of Contacts

Daily contact with Ivoirian airport officials in customs, freight and immigration as well as contact with airline and airport support personnel.

g. Time Expected to Reach Full Performance Level

Three months

Addendum 1

15% Serves as the back-up to the Travel Assistant, either when that position is on leave or when there is excessive work load.

5% Assists as needed with the facilitation of courier runs by meeting courier in the conjunction with the courier escort and assisting the courier and courier escort with clearance of pouches both incoming and outgoing.