

# Position Description for Move Coordinator

## BASIC FUNCTION OF POSITION

Under the supervision and direction of the Management Officer the incumbent is responsible for overseeing all preparations for the move to the NOC, to liaise with all appropriate agencies on issues related to the move, and to have direct operational oversight of the move itself. After the move, the incumbent is responsible for operational oversight of any outstanding issues necessary to successfully complete the move and get settled, including coordination as the single point of contact with all agencies and sections.

## MAJOR DUTIES AND RESPONSIBILITIES

## % OF TIME

Serve as the primary Point-of-Contact for the AIT community on NOC transition-related matters.

- Plan and coordinate activities of the Non-CAA Move Working Group, which includes representatives from every section and Management office.
- Coordinate the efforts of this group to prepare for the move and pack the contents of their offices.
- Produce an NOC newsletter, plan and implement an outreach program to all AIT employees and, where appropriate, to family members. In addition, draft or coordinate all necessary administrative notices and plan meetings.
- Attend selected Transition Working Group meetings or otherwise monitor meeting proceedings. Keep notes of all meetings.
- Set up and maintain filing system for transition-related documents.
- Track the transition procurement plan, making sure that all items identified as necessary are ordered and received.
- Monitor the transition budget, recording obligations and the status of unobligated funds.
- Organize tours by AIT employees of the NOC in the weeks prior to the move to the New Office Compound.
- With GSO assistance, survey all AIT offices to determine the volume and type of items that will be moved from each office to the New Office Compound. Work with each office to minimize the amount of material to be moved.
- Travel to another post to observe and learn from an actual move in progress, funding permitted.
- Carry out miscellaneous transition-related tasks as directed by the Management Officer.

After the move, continue to serve as the single admin point of contact for all transition related issues, bringing them to the appropriate management office for resolution.

## **QUALIFICATIONS REQUIRED**

**Education:** Bachelor's degree in Business Management, Liberal Arts, International Relations, Social Sciences or other related field is required.

**Prior Work Experience:** 2-3 years previous project or executive management experience and customer service experience is required.

**Post Entry Training:** Project familiarization meetings with OBO and MGT.

**Language Proficiency:** Level IV proficiency in English is required.

**Job Knowledge:** Basic understanding of budget and finance operations, Intermediate knowledge of management theory, intermediate knowledge of scheduling and resource management practices, customer service practices required. Top Secret security clearance required.

**Skills and Abilities:** Basic understanding of budget and finance operations, Intermediate knowledge of management theory, intermediate knowledge of scheduling and resource management practices, customer service practices required.

**Others:** Top Secret security clearance required.

## **POSITION ELEMENTS**

**Supervision Received:** Is directly supervised by the Management Officer

**Supervision Exercised:** Supervises all move related committees, all employees on site during the NOB move, to include outside contractors.

**Available Guidelines:** FAM, FAH, M/PRI / RNTC program

**Exercise of Judgment:** Expected to act independently, to make decisions based on laws and regulations with minimal supervision, exercise sound judgment and discretion in dealing with sensitive issues, resolve routine and complex requests in operational situations and refer policy issues to the management officer or other appropriate office.

**Authority to Make Commitments:** Make routine decisions necessary to the effective accomplishment of responsibilities outlined above. Incumbent will not have authority to commit USG funds, but Post Management will rely heavily on the advice of incumbent to make numerous procurement and policy decisions affecting the New Office Building.

**Nature, Level and Purpose of Contacts:** Frequent contacts within and out of the AIT community. With heads of all agencies, with office heads related to various functions in Washington, with OBO project director, and with visitors to the mission related to the NOB. Those contacts will primarily have the purpose of initiating, and responding to requests for information and assistance, to coordinate and support the move to the NOB. Will have working contact with representatives of local utility companies and contractors.

**Time Required to Perform Full Range of Duties after Entry into the Position:** 3 (three) months