

Assists with mail and pouch sorting and routing of official and personal mail to ensure UNVIE correspondence meets transit and distribution schedules. Act as intra-mission classified courier, transporting classified correspondence between various U.S. Missions in Vienna.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of secondary school.
- b. Prior Work Experience:
2 years experience in office management or administration.
- c. Post Entry Training:
Specific training/briefings by each office manager where work is performed.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read)
English Level IV.
- e. Job Knowledges:
Working computer knowledge (basic skills of MS Office, Outlook).
- f. Skills and Abilities:
Must have good interpersonal and office management skills and be able to operate standard office equipment. Incumbent must be able to obtain a TS security clearance.

16. POSITION ELEMENTS

- a. Supervision Received:
Incumbent reports to the Office Management Specialist to the Ambassador. Specific duties are assigned by section heads (or their designees).
- b. Supervision Exercised:
n/a
- c. Available Guidelines:
Office manuals, USG regulations, SOPs. etc.
- d. Exercise of Judgment:
Good judgement in planning and prioritizing assigned work.
- e. Authority to Make Commitments:

As indicated by each office to which assigned.

f. Nature, Level, and Purpose of Contacts:

All levels of the Tri Missions and outside contacts as authorized/required by each office to which assigned.

g. Time Required to Reach Full Performance Level:

Six months.