

## **POSITION: HOUSING ASSISTANT**

### **BASIC FUNCTION OF POSITION**

STATE/GSO Housing Office has full range of responsibilities as the ICASS provider of Leasing services. Leasing Assistant manages Real Property Management database for all agencies under ICASS and is responsible for locating suitable housing for U.S. Government leases. Duties include preliminary negotiations, preparations of letters of intent, lease agreements, termination letters, as well as correspondence with landlords on all matters related to property maintenance and repair. The incumbent prepares housing information for ICASS Leasing Services in concert with Embassy FMO relating to ICASS initial and final budget preparation. Performs other duties as required.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Responsible for the start-to-finish process of bringing new housing into the housing pool: identifies, locates and inspects new housing and functional facilities, assists with lease negotiations, advises on market trends in housing and pricing, maintains files. Coordinates with requesting offices on requirements for functional leases. Drafts letters of intent, lease agreements and revisions of amendments, ensuring compliance with Washington agencies and Mission policies. Drafts all documents required for utility upgrades, installations and connections, landlord corrective actions before acceptance of property, and follows up on completion of required work. Maintains the RPA databases and all housing records – lease waivers, leases, amendments, correspondence with the landlords. Submits all required OBO reports and related correspondence. Establishes and maintains information on Post housing pool, including photos and floor plans. Provides information for benchmark reports. Upon termination of lease, coordinates the return of all GSO units and utilities. Prepares all correspondence with landlords and utility companies, takes meter readings, following through on all arrangements until quarters are returned to and accepted by the landlords. **35 %**
2. Prepares information for the IAHB meetings, records meeting notes, and regularly communicates with IAHB. Keeps current on the real estate trends in Burma to provide advice to the S/GSO. Maintains a list of all incoming/outgoing personnel. Coordinates updates with CLO and relevant agencies. Sends out Housing Questionnaires to incoming employees and provides information to the IAHB. Advises S/GSO on maximum space allowances for newcomers. Update Housing Profile/Ready Reckoner. **10%**
3. Establishes/maintains relationships with landlords to ensure that their responsibilities are fulfilled for short-term leased housing. Coordinates with Facilities Maintenance for repairs to government-owned housing. Manages customer inquiries and works with B&F on appropriate billing for leases-related charges, coordinates the leasehold budget (7400). **30%**
4. Oversees the preparation of residences for new tenants, including coordination with Facilities Maintenance and Property & Inventory. Coordinates overall schedule from departure of resident, through repairs and maintenance of either/both landlord and Facilities Maintenance, to issuance and placement of furniture, appliances and welcome kits in residences. Ensures new homes are clean, safe and ready for occupants, including utilities, appliances, and telephones. Contacts new arrivals to ensure all basic requirements are met in their new residence and conducts follow-up if necessary. Briefs new arrivals on inventory requirements and work order request procedures. Coordinates the collection of the “Housing Move-in Condition Checklist”. Tracks outgoing personnel to conduct

housing inspection and assists with residential inventory, including recommending assessment of damages (furnishings, walls, floors, gardens, etc.) prior to employee's departure and reports findings to GSO. **20%**

5. Other projects as directed by GSO. **5%**