

POSITION: REALTY ASSISTANT (MAKE READY CO-ORDINATOR)

BASIC FUNCTION OF POSITION

The incumbent works under the supervision of the Housing Assistant. Primary duty is to serve as liaison between residential Landlords and Embassy sections (Facility Management, Regional Security Office, Information Management, Property & Inventory) to ensure that all assigned residences for new arrivals are ready for occupancy. Incumbent is responsible for ensuring that all required physical and security upgrades are completed, all utilities are in working order, and welcome kits are in order and immediately ready to use. Incumbent provides quality control on all aspects of preparing residences for occupancy and welcoming new arrivals to post.

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for all communication with building management and / or landlords concerning preparing a leased residence for occupancy. Works closely with Facility Management, Regional Security Office, Information Management, GSO/Procurement and GSO/Property & Inventory sections to identify all physical and security upgrade requirements for leased residences. Follows up with Landlords and Embassy personnel to ensure all responsible parties have completed their part of the residential make-ready process. Incumbent serves as the principal technical advisor for all maintenance related issues (e.g. physical and security upgrades and renovations, electrical system, air conditioning, plumbing and water supply) and orderly set up of the welcome kit. (30%)
2. Identifies appropriate housing for U.S. Direct Hire personnel and their families. In cooperation with Facility Management and Regional Security Office, surveys all prospective and leased residential properties for required physical and security upgrades and other make ready needs. Coordinates all make ready requirements with Landlord, Facility Management and Regional Security Office. Participates in weekly Housing Make-Ready meetings. (20%)
3. Ensures that GSO/Property & Inventory and Facility Management sections (in coordination with Landlord or building management) have set up all basic furniture and appliances prior to the occupant moving in, including

electrical power system and drinking water supply. Through thorough pre-occupancy inspections, ensures that all new residences are clean, safe, and ready for occupancy by new arrivals. Conducts a thorough walk-through inspection to ensure water, utilities, lights and appliances are hooked up and working properly. (20%)

4. As part of the new arrival welcoming process, works closely with Community Liaison Office to communicate with new arrivals and their families about housing assignments in order to smooth their transition to post housing. Follows up on all residential maintenance and repair issues for all leased and USG-owned residences. (10%)
5. Performs numerous other tasks as assigned; including special projects outside of the transfer season. (10%)
6. Serves as a back-up for the Housing Assistant and Housing Clerk. (10%)