

## **POSITION: SHIPMENT ASSISTANT**

### **BASIC FUNCTION OF POSITION**

Coordinates customs clearances for all official inbound and outbound air and sea freight for all mission agencies. Manages the import and registration of all official vehicles (GOVs) and personally owned vehicles (POVs), including liability insurance, drivers' licenses, and vehicle sales, transfers or disposals.

### **MAJOR DUTIES AND RESPONSIBILITIES**

Serves as a primary point of contact for the U.S. Embassy Customs and Shipping office. Advises and updates all mission personnel of their shipment entitlements (i.e. HHE, UAB, POV, Consumables) as well as inbound/outbound shipment status. Maintains a wide range of working level relationships with local customs authorities, up to and including the Director of Customs. Secures timely customs clearances for all incoming and outgoing air and sea shipments for the mission. Processes special orders, as needed, for perishable medicines and other urgent items. (25%)

Prepares all diplomatic notes, correspondence and documentation to host government authorities related to customs clearance requirements for inbound and outbound shipments for all mission agencies. Obtains foreign exchange exemption certificates, timber export permits and various certificates for outgoing export shipments. (25%)

Monitors all inbound official shipments by examining manifests of shipments entering the country. Visits Customs warehouses to inspect all inbound shipments. Coordinates with local shipping agents and relocation companies to contract the handling and delivery of official shipments. Attends deliveries and pack-outs in order to monitor and inspect contractor performance. Updates inbound shipments receipt tracking and creates outbound shipments through the ILMS Transportation Lite system. (25%)

Processes vehicle registrations and liability insurance for official USG vehicles (GOVs) and American employees' personally owned vehicles (POVs). Updates Fleet Management Information System (FMIS) with insurance and registration information on all GOVs and POVs. Processes local drivers' licenses for American employees and their EFM's. Assist departing employees with selling or disposing of their POVs at post, transferring registration, etc. (15%)

Reviews documents and correspondence prepared by the Shipment Clerks for completeness and correctness before sending to relevant offices. (5%)

Other duties as directed by the Shipment Supervisor and the Supervisory General Services Officer. Provides VIP visits support and assistance with flight ground handling services. (5%)