

POSITION: SUPPLY CLERK

BASIC FUNCTION OF POSITION

Controls and issues gasoline and diesel fuel for all U.S. Government official vehicles, private vehicles of mission personnel, and generators.

MAJOR DUTIES AND RESPONSIBILITIES

1. Controls and issues gasoline and diesel fuel for all U.S. Government official vehicles, private vehicles of mission personnel and generators. (35%)
2. Receives and issues gasoline and diesel fuel, keeping records of usage. Prepares monthly statistics and generates bills for individuals and agencies. Estimates when gasoline/diesel supplies will be needed based on experience and usage factors. (35%)
3. Serves as primary point of contact with mid-level management officials from Myanmar Petroleum Products Enterprise (MPPE). Escorts MPPE fuel trucks from two locations (Danitaw and Tharketa) to Embassy gas station. (20%)
4. Upload monthly fuel issuances data to Fleet Management Information System (FMIS). (5%)
5. Checks equipment for maintenance needs. Other duties as assigned by the General Services Officer. (5%)