



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

Bogota

2. AGENCY

Department of State

3a. POSITION NO.

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "yes" block.

Yes No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces
(Position No.) (Title) (Series) (Grade)

b. New Position – Approved by EXO on 1/6/2016

c. Other (explain) _____

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority
WHA/EX/FRC

Shipment Assistant, 905

FSN-7

9.1.16

b. Other

c. Proposed by Initiating Office

6. Post Title Position (if different from official title)

Shipping Assistant

7. Name of Employee

8. Office/Section

Management Office (MGT)

a. First Subdivision

General Services Office (GSO)

b. Second Subdivision

Shipping and Customs (SH/CUS)

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

Printed Name of Employee

Signature of Employee

Date (mm-dd-yyyy)

10. This is a complete and accurate description of the duties and responsibilities of this position.

Printed Name of Supervisor

Signature of Supervisor

Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

Printed Name of Chief or Agency Head

Signature of Chief or Agency Head

Date (mm-dd-yyyy)

12. I have satisfied myself that this is an accurate description of the position and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Printed Name of Admin or Human Resources Officer

Signature of Admin or Human Resources Officer

Date (mm-dd-yyyy)

13. Basic Function Of Position

Arranges for and facilitates incoming shipments, customs clearance of private property and U.S. Government (USG) property arriving to post by air, via ocean freight, via courier, etc. for the Embassy for all USG Agencies in Colombia., Processes thru the hosting government vehicle donations from agencies to Colombian government, vehicle destruction, personal and official vehicles sales, administers the issuance of insurance policies, maintains updated yellow and blue plated vehicle spreadsheet/databases, handles the newly-established protocol to obtain yellow official plates and all related process for yellow plates vehicles. This position is supervised by the Customs and Shipping Supervisor and has incidental driving duties.

14. Major Duties And Responsibilities**% OF TIME****30%**

Assists agencies at post in the selling/donation processes of Government Owned Vehicles which involves: Assists the agencies in confirming the appropriate time to sell or donate to be in compliance with GOC and the requirements, clarifies sellers process, requests customs brokers and or MFA corrections of documents, requests the fund cites to the involved agency, selects the customs broker, prepares the procurement request or the Task Order to do the customs process for the sale or donation. Assists employees in the sale of their vehicles which involves: counsel sessions to every employee planning to sell the vehicle, processes and gets the sale approval from the senior GSO, meets with the seller and buyer to sign selling forms, collects documents from the vendor, prepares the diplomatic notes to Ministry of Foreign Affairs (MFA) to request the sale approval and the transfer processes thru MFA, delivers paperwork to the sellers, assists seller in the sale process or issues.

Prepares paperwork to process the approval of the official vehicle destruction thru the various steps and various Colombian entities in compliance with the regulations to complete the process to free up the slots. Maintains the data bases for all the GOVs registered with diplomatic and yellow plates, sold, destroyed, exported, and donated.

25%

Arranges for the pick-up customs clearance, storage, transportation, delivery, and unpacking of incoming shipments (UAB, HHE, POV, GOV, OFFICIAL CARGO). Counsels and guides employees, agencies, vendors, freight forwarders in consigning and shipping official cargo to post. Authorizes the import of personal and official cargo and sends the shipping instructions by maintaining permanent contact with shipping and transportation offices, companies that provide ITGBL, DPS, and Door to Door services and forwarders worldwide. Tracks status of different kinds of incoming personal and official shipments, approvals by GOC, clearance, licensing processes. Assists and guides the local customs brokers to handle official cargo in the most expeditious way to fit the Mission needs. Verifies that the import permits submitted by the customs brokers thoroughly comply with Colombian Customs regulations before submitting them to the Ministry of Foreign Affairs for approval, together with the requested documentation established by means of the MFA's guidelines and regulations. After approval of the import permit licenses, forward the approved documentation to the broker to finish the customs clearance. Collects and prepares proper documentation to clear from customs all kinds of personal and official cargo shipments when required/needed. Arranges for and facilitates the inspection and licensing of POVs and GOVs. Makes arrangements to deliver cargo to the Embassy warehouse. Meets incoming personnel to facilitate and expedite clearance of pets arriving as cargo. Keeps the various logs/Transportation Lite are updated.

15%

Prepares the necessary paperwork such as but not limited to diplomatic notes, insurance documents, letters to host government entities, a great variety of correspondence, answers phone calls, makes photocopies, scan documents, picks up documents from Gate 2, collects signatures as required. Requests petty cash funds for an estimated amount of US\$2,000 yearly in order to release transportation documents (air waybills/air shipments arriving as DPS method) for shipments arriving (private property and U.S. Government (USG) property for the Embassy for all USG Agencies in Colombia. Prepares and monitors Purchase Orders/Delivery Task Orders related to vendor's packing and shipping effects, vehicles and all type of goods arriving to country in the name of the American Embassy and/or American Officers, modifications subject of sale of official and whenever needed for personal vehicles, and insurance. Files shipping and customs clearance document, sales, donations, insurance and other related paperwork, keeps records, and perform miscellaneous clerical work as necessary. Receives, records, audits pre liquidations related to the customs and shipping and insurance unit services provided by the packing and shipping and insurance companies for approval to issue the final invoice to be forwarded to the Financial Management Office for payment. Contracting Officer Representative (COR) certificate is mandatory to handle the daily packing, unpacking, delivery, transportation, registrations, and shipping operations to oversee the compliance with the terms and conditions of the contract and inform the COR of the contract to take the appropriate actions.

15%

Processes official insurance policies for the 27 agencies except for MLGP and FAS which involves: Insure with SOAT and Third Party Liability in compliance with the GOC regulations, renews insurance policies, delivers the insurance policies to each agency prior to the expiration dates, processes claims and reimbursements for estimated the agencies of the mission, processes payment of bills and confirm insurance contractor payment questions, counsels and assists employees and agencies on insurance related issues/questions. Reports traffic accidents to the insurance company and keep the agencies informed.

Prepares paperwork to register and transfer official vehicles with yellow plates thru Sistema Integrado de Movilidad (SIM) and Secretaría de Movilidad in Bogota. Includes the registration process for change from blue to yellow plates of Government Official vehicles, and other related yellow plates processes thru the Secretaría de Movilidad in Bogota. Processes and gets the armored certificate of those vehicles thru Superintendencia de Vigilancia Privada and request the waiver for Pico y Placa thru Secretaría de Hacienda. Incumbent is responsible to report all that traffic tickets of yellow plated vehicles are paid on time as this will prohibit any agency-to-agency vehicle sales/donations or agency-to-Colombian government.

Back up of position Shipment Assistant Position A52301

This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

a. Education:

Completion of high school and two years of full-time, post-secondary study (or equivalent hours spread across a part-time study period) at a college/university are required.

b. Prior Work Experience:

Minimum three years of progressively responsible experience in customs, shipping logistics and transportation fields which have provided experience in customs and transportation regulations and host country laws and regulations is required.

c. Post Entry Training:

On-the-job training, Orientation to Embassy Programs shipping operations.

Training in procedures and regulations of the DOS, DOD, USAID and other agencies governing shipments of official cargo, household and personal effects, and vehicles.

As available training in relevant Embassy software applications used to perform job duties.

SMITH System driving training.

PA296 - How to be a Contracting Officer's Representative.

PA459 - Protecting Personally Identifiable Information.

EX251 - Annual Counterintelligence and Insider Threat Awareness.

d. Language Proficiency:

English Language level 3 (good working knowledge) is required. Spanish Language level 4 (fluent) is required.

e. Knowledge:

- Good working knowledge of Colombia's customs / transportation / yellow plates regulations and procedures is required.
- Good working knowledge of Embassy shipping and customs polices, regulations and procedures is required.

f. Skills and Abilities

- Excellent interpersonal skills and ability to interact with an extensive network of contacts at all levels, both internally and externally are required.
- Demonstrated ability to respond and deal effectively with diverse situations, which require good judgment, tact and diplomacy is required.
- Ability to create and work in a team-oriented, multi-cultural environment, to perform effectively in meeting constantly changing business needs with competing activities and demands, and to effectively serve as team member is required.
- High degree of judgment and tact in handling sensitive, diverse and confidential material is required.
- Proficiency at the intermediate level in Microsoft Excel, Word and Outlook is required.
- Must be proficient in typing (at least 40 wpm).
- Must have good driving skills and possess a valid local driving license category B1.

16. Position Elements

a. Supervision Received:

Direct supervision is provided by the Shipment Supervisor (N52303) and is under the general oversight of the Deputy A/GSO in charge of the Shipment and Customs portfolio.

b. Available Guidelines:

FAM, FAR, DOD Regulations, FTR (Federal Travel Regulations), Joint Federal Travel Regulations (JFTR), Host country Customs Procedures, and other USG Regulations.

c. Exercise of Judgment:

Minimal. Makes recommendations to solve a variety of customs/shipping, transportation and insurance related tasks inherent of this position.

d. Authority to Make Commitments

None.

e. Nature, Level and Purpose of Contacts:

Communicates with the American GSO/Supervisor and Local Supervisor; contact with local shop managers and other industries. Maintains permanent contact with all level staff inside the Embassy; and intermediate government officials; external service providers and organizations.

f. Supervision Exercised

None.

g. Time Required to Perform Full Range of Duties after Entry into the Position

One (1) year.