



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post <p style="text-align: center;">ABIDJAN</p>	2. Agency <p style="text-align: center;">STATE</p>	3a. Position Number <p style="text-align: center;">353001100216/C52210</p>
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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. Redescription of duties: This position replaces
(Position Number) 1100216 , (Title) SUPPLY CLERK (Series) 805 (Grade) 5

b. New Position _____

c. Other (explain) HIRING PURPOSES

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	SUPPLY CLERK (RECEIVING) , FSN-805	5		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">SUPPLY CLERK (RECEIVING)</p>	7. Name of Employee <p style="text-align: center;">Vacant</p>
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8. Office/Section <p style="text-align: center;">American Embassy, Abidjan, Côte d'Ivoire</p>	a. First Subdivision <p style="text-align: center;">Administrative Section</p>
b. Second Subdivision <p style="text-align: center;">General Service Office (GSO)</p>	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
_____ Typed Name and Signature of Employee Date (mm-dd-yyyy)	_____ Typed Name and 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.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
_____ Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	_____ Typed Name and Signature of Admin or Human Resources Date (mm-dd-yyyy)

13. Basic Function Of Position
Incumbent acts in the capacity of receiving clerk in the GSO Receiving section. Receives all incoming property from purchases through local or overseas vendors and companies for the Mission. Prepares all receiving and inspection reports (OF-127) for the Embassy and the associated agencies, listing of ordered items and comparing them with items received.

14. Major Duties and Responsibilities 100 % of Time

60% Time
Reports description in accordance with existing guidance to the Receiving Supervisor. Coordinates activities with the following sections: Expendables supplies, Non-Expendables (NEPA), Warehouse, Motor Pool, Procurement, Customs & Shipping and the Mail Room. Compiles and annotates receiving and inspection reports with WEBPASS and ILMS applications. Notes and follows up on partial, damaged and wrong receipts. Maintains files for receiving reports and distributes copies to all agencies concerned. Provides supervision for casual labor when the work schedule requires their employment.

40% Time

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(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

Secondary School diploma is required.

b. Prior Work Experience

Two-year experience in inventory accountability and general familiarity with warehouse operations and related softwares required.

c. Post Entry Training

On-the-job training and as new responsibilities are added. Training on how to use WEBPASS software package and ILMS.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level III (Good working knowledge) reading/writing/speaking in both English and French required.

e. Job Knowledge

Should be familiar with general supplies ordered by specific agency/office. Should be familiar with goods received locally versus those procured overseas.

f. Skills and Abilities

Familiarity with computers to prepare receiving and inspection reports using WEBPASS software package and ILMS or similar software is required. Must have a valid driving license (ABCDE).

16. Position Element

a. Supervision Received

Reports directly to the Receiving Supervisor.

b. Supervision Exercised

None.

c. Available Guidelines

Daily assignment and inspection from Supervisor and General Services Supervisor/Warehouse Operation Manual.

d. Exercise of Judgment

Must exercise careful judgment in grading the condition of furniture, furnishings, appliances, supplies and equipments.

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

Daily contacts with Americans, FSN employees, shipping and handling contractors, vendors.

g. Time Expected to Reach Full Performance Level

Three months.

Addendum 1

Assists the GS Supervisor and the Receiving Supervisor in the efficient processing of vendors' receiving reports to Procurement. Works closely with other posts to locate the correct destination of misrouted items. Makes routine visits to the Mail Room and maintains regular contact with mail room staff to claim goods that need to be brought to the Receiving area for proper receiving process and arranges the transfer of such properties to proper storage. Serves as a backup to the Receiving Supervisor. Assists with disposal sales.