

15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school is required.

b. Prior Work Experience

At least 2 years of clerical or supply experience in a large organization or international corporation is required

c. Post Entry Training

Pass the following on-line courses: PA169 (Property Management for Custodial Officers), PA365 (ILMS AM Basic Property Record Keeping) and PA366 (ILMS AM Property Reconciliation Process) within 3 months of hiring.

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) in both English and French Reading/Writing is required.

e. Job Knowledge

Must be familiar with NEPA Operations internal control procedure or similar property management software. Good knowledge of filing and maintaining records is required.

f. Skills and Abilities

Must be able to collect data manually or by using bar code scanning equipment. Must be able to perform inventory reconciliation to determine inventory count. Proficiency in Word and Excel is required.

16. Position Element

a. Supervision Received

Daily supervision from NEPA Operations Manager.

b. Supervision Exercised

NONE

c. Available Guidelines

Department of State available guidelines: 14 FAM, regular ILMS updates, Supply Catalogs, and verbal instructions from Supervisor.

d. Exercise of Judgment

Must exercise careful judgment when grading condition of Non-Expendable property items.

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

Daily contact with American Personnel and local Mission employees.

g. Time Expected to Reach Full Performance Level

1 month.

Addendum 1

and in over 45 residences and office spaces.

6. Reconcile property records using Portable Data Terminal (PDT), manual or other automated counting procedures.

7. Compare and reconcile overages and shortages and report anomalies to the NEPA Operations Manager or his/her designee.

8. Charge and promptly download or discharge and load results of PDT count into the host computer system after each inventory.

9. Maintain PDT scanning and other automation equipment.

10. Perform household inventory for arriving and departing personnel under whose custody property is entrusted.

11. Secure signature from occupant, report and investigate discrepancies and prepare reports of results.

12. Evaluate damaged property and prepare report OF-132 reflecting the condition, serviceability and probable causes of the damage.

13. Compile OF-127 receiving and inspection report pertaining to inter-agency transfer of property to show ownership. 10%:

14. Prepare property disposal action (PDA) on all property which requires disposal actions.

15. Coordinate the disposal of property through official auction sale or other authorized means and annotate all proceeds of sales and pertinent data for NEPA records.

16. Cope up with transition from WEBPASS to ILMS.

17. Any other duties as assigned.