



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;">353001100291</p>
-------------------------------------------------------	-------------------------------------------------------	------------------------------------------------------------------------

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) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain) Hiring purpose

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Shipment Clerk (POV/OFV), FSN-905	5		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">Shipment Clerk</p>	7. Name of Employee <p style="text-align: center;">Vacant</p>
----------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------

8. Office/Section <p style="text-align: center;">American Embassy, Abidjan, Côte d'Ivoire</p>	a. First Subdivision <p style="text-align: center;">Administrative</p>
b. Second Subdivision <p style="text-align: center;">General Services Office</p>	c. Third Subdivision <p style="text-align: center;">Shipping and Customs</p>

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.
<p>_____</p> <p style="text-align: center;">Typed Name and Signature of Employee Date (mm-dd-yyyy)</p>	<p>_____</p> <p style="text-align: center;">Typed Name and Signature of Supervisor Date (mm-dd-yyyy)</p>

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.
<p>_____</p> <p style="text-align: center;">Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)</p>	<p>_____</p> <p style="text-align: center;">Typed Name and Signature of Admin or Human Resources Date (mm-dd-yyyy)</p>

13. Basic Function Of Position

Assists the Shipment supervisor in handling shipment of USG property and personal properties of USG. Expedites the customs clearance and other host government approvals of incoming and outgoing shipments household and personal effects and other property of US citizen personnel and US Government equipment and supplies.

14. Major Duties and Responsibilities 40 % of Time

Performs special projects for GSO as related to the Shipping and Customs Section. Prepares and types a wide variety of documents, letters, memoranda, and other paperwork related to incoming and outgoing shipments of private and U.S. Government property, the associated customs clearances of these shipments, and the registration, inspection, licensing, and insurance coverage of privately owned vehicles (POV). Checks bills submitted by shipping, packing, and transfer companies against authorizing documents. Arranges for and facilitates or accomplishes incoming and outgoing shipment, customs clearance, purchase and sale, inspection registration, licensing, and insurance coverage of POV and U.S. Government vehicles. Arranges for the shipment and necessary storage of POV and U.S. Government vehicles. Advises departing U.S. citizen personnel of shipping practices, their entitlements under applicable agency regulations (State, DOD, etc.), customs regulations, and other pertinent matters. Arranges for pickup and (See Addendum 1)

(Continue on blank sheet)

15. Qualifications Required For Effective Performance

a. Education

Completion of Secondary School (BAC or equivalent) is required.

b. Prior Work Experience

Two years working experience in Shipping, transportation, Customs is required.

c. Post Entry Training

Three months on-the-job training.

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 is required.

e. Job Knowledge

Shipping and customs clearance regulations both GOCI and USG.

f. Skills and Abilities

Ability to successfully negotiate with Transit Agents, Host Country officials and other officials, officials of Packing, transit and Transfer companies and with U.S. citizen personnel. Must have typing ability to prepare inventory list, "Ordre de Transit" and Franchises. Must have a driver's license.

16. Position Element

a. Supervision Received

Direct supervision from the Shipping and Customs Supervisor.

b. Supervision Exercised

None

c. Available Guidelines

GOCI and USG regulations, 14 FAM (formerly 6 FAM), It's Your Move, department of Defense manual and Basic verbal and written instructions from Supervisor.

d. Exercise of Judgment

Often presented with options and courses of actions which require initial commitment of Shipping Section to course of action. Such course expected to be resolved within reasonable limits.

e. Authority to Make Commitments

USG staff and their family members, Packers and transit companies, Shipping Line Officials.

f. Nature, Level, and Purpose of Contacts

U.S. Government, GOCI and private companies' Officials

g. Time Expected to Reach Full Performance Level

Three months

Addendum 1

customs clearance of incoming POV and U.S. Government vehicles. Advises incoming U.S. citizen personnel of host laws and regulations, taxes, and fees which apply to POV ownership and operation. Arranges for and facilitates the inspection, registration, licensing, and insurance coverage of POV. Assists U.S. citizen personnel in obtaining waiver from the Military Headquarters for vehicles (POV/OFFV) with tinted glasses. Assists in the purchase or sale of POV. Prepares and types the documentation and other paperwork needed for POV transactions. Maintains contacts with working level personnel of shipping companies, insurance agencies, and host country government customs and other offices concerned with motor vehicles in order to expedite and facilitate POV transactions and to resolve problems. Arranges for the sale of U.S. Government vehicles which are being retired from service. May advise and assist U.S. citizen personnel who have been involved in vehicle accidents.

MAJOR DUTIES AND RESPONSIBILITIES

30 %

Arranges for pickup and customs clearance of incoming POV and U.S. Government vehicles. Arranges for pick up, customs clearance, storage or delivery and unpacking of incoming or outgoing shipment of USG or private property. Assists, arranges and facilitates the shipment of Household Effects (HHE) and Unaccompanied baggage (UAB). Prepares and expedites or dispatches shipment documents including Ocean Bill of Lading (OBL), Air Waybills and Optional Form 199A with notification of shipment to gaining Posts and Dispatch Agents. Coordinates the delivery of official documents to the Transit and Packing Companies and GOCI's various ministries to include but not limited to the ministry of Foreign affairs, Ministry of state for Economics and Finance, Customs Offices, Duty Free Privilege Head Offices and the Ministry of Health. Monitors status and processes all vehicle related documents. Advises customers of the often complex and changing GOCI regulations and procedures pertaining to the purchase, sale, abandonment and export of privately owned and official vehicles. Advises Americans on local policies and requirements for insurance and assists them in the purchase of renewal of insurance or the preparation of insurance claims.

30 %

Communicates in person and by phone and e-mail with relevant Packing and Transit Companies, Shipping and Storage Companies, Airlines, Customs Offices, and Port or Airport authorities to coordinate required clearance for each inbound and outbound shipment. Reviews all Transit Companies' invoices for payment. Represents the U.S. Mission as Liaison Clerk with Local Packing Companies. This entails surveys, packing and assuring accountability of items packed. Prepares inventory list (English and French) and ensures that packed HHE are created at the employee's residence. Delivers and collects correspondence and documentation to and from GOCI Agencies concerning importation and exportation of household and personal effects and other property of US citizen personnel and US Government equipment and supplies. Researches for lost shipments in the Port and at the Airport. Prepares official quarterly Franchise request for gasoline consumption for Ministry of Foreign Affairs.