



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

b. New Position _____

c. Other (explain) Filling a vacant position

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Warehouseman, FSN-805	2		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">WAREHOUSEMAN</p>	7. Name of Employee
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8. Office/Section <p style="text-align: center;">GSO - WAREHOUSE</p>	a. First Subdivision <p style="text-align: center;">ADMINISTRATIVE</p>
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b. Second Subdivision <p style="text-align: center;">GENERAL SERVICE OFFICE</p>	c. Third Subdivision <p style="text-align: center;">PROPERTY ACCOUNTABILITY</p>
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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.
<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Employee Date (mm-dd-yyyy)	<hr style="width: 80%; margin-left: 0;"/> 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.
<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Admin or Human Resources Date (mm-dd-yyyy)

13. Basic Function Of Position
Performs all manual duties and handling related to warehouse operations, including receipt, storage, delivery and set-up of expendable and non-expendable property. This includes cleaning and maintaining all materials & equipment, as well as warehouse space.

14. Major Duties and Responsibilities 100 % of Time

1. Performs manual duties associated with moving, delivering and/or unloading incoming/outgoing supplies, household furniture, appliances and equipment.
2. Accurately fills requisitions in accordance with instructions, picking-up items from storage areas, assembling items and moving them out from warehouse checkpoints.
3. Puts up party tents and assists with set-up and installation of party supplies for VIP events, representational functions and other Mission parties or events.
4. Prints signs, nameplates and notices for Mission, executing type-set, style, and design. As well as accurately sizing metal plate holders cut and sized for doors, desks or wall, as requested.

(See Addendum 1)

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15. Qualifications Required For Effective Performance

a. Education

Completion of elementary school is required.

b. Prior Work Experience

One year of working in a warehouse or similar environment.

c. Post Entry Training

None.

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

French Level II (Limited Knowledge) and English Level I (Rudimentary) is required.

e. Job Knowledge

Must be able to learn locations of various types of supply items and property items and be able to recognize them by sight and/or oral description.

f. Skills and Abilities

Must be able to perform moderately heavy work, including repeated heavy lifting. Must have a valid driving license for warehouse fleet. Must be able to operate the material handling equipment i.e. forklifts.

16. Position Element

a. Supervision Received

Team Leaders and FSN Supervisor.

b. Supervision Exercised

N/A

c. Available Guidelines

Verbal and written instructions from supervisors.

d. Exercise of Judgment

Require safety precautions and common sense towards work requirements.

e. Authority to Make Commitments

N/A

f. Nature, Level, and Purpose of Contacts

Local Mission employees and USG personnel.

g. Time Expected to Reach Full Performance Level

3 months.

Addendum 1

- 5.Cleans furniture and carpets in preparation for residence make-readies and/or as needed.
- 6.Performs and maintains proper practices for storing, segregating, stacking and wrapping furniture in storage.
- 7.Safely uses and properly maintains hand trucks, forklifts, carpet and floor cleaning machine.
- 8.Moves and organizes non-expendable property in the warehouse as instructed.
- 9.Maintains clean warehouse space, maintains routine maintenance on and performs other manual labor as needed.