

Addendum 1

In the GSO section having contacts with vendors and suppliers, pays, or advances local currency to such personnel as messengers and suppliers, pays, or advances local currency to such personnel as messengers and drivers for the payment of goods and services received. Ensures that each transaction is properly supported by appropriate documentation such as purchase order, invoices, etc., and that they are properly authenticated. Obtains signature/receipts from vendors upon effecting payment. Periodically balances accounts showing each payment and reconcile with balance in own account. Delivers reports to the cashier and request for replenishment of funds 30%

Maintains the Stock Control computer program. Enters records of all office, maintenance, cleaning, gardening and auto parts supplies issued or received on a daily basis. Generates reports on issued stock, received or returned stock, discrepancies, monthly usage for FMO, and end-of-month procedures. 5%

Keeps records of issued as well as incoming supplies according to office and agency. Also keeps records of monthly usage for accountability purposes, and records supplies ordered, returned, or with discrepancies. 30%

Tracks usage rates of all expendable, preparing requests for reordering of supplies at appropriate times and suggesting suppliers. Receiving of wholesale shipments of stock ordered. 15%

Assists in the operation of the Embassy supply warehouse, in which supplies are issued directly to users in the compound offices. 5%

Seeks proper furnishings for the supply warehouse and office, organizing storage of all expendable property in those sites. 3%

Assists in inventorying expendable and non-expendable property at Post. 5%

Assists Property Management Supervisor in different tasks as required such as operation of vehicles, equipment, entering data in the ILMS Asset Management. 2%

Other duties as assigned. 5%