

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Position Title and Series Code: General Services Assistant / 801, PSA-07-FP-07

Open To: US Citizen Eligible Family Members (USEFMs) – All agencies

Vacancy Opening Date: May 08, 2015

Vacancy Closing Date: May 21, 2015

Work Hours: Full-time; 40 hours/week

Basic Function of Position:

Supports the US direct-hire General Services Officer by providing weekly and daily oversight and supervision to Locally Employed Staff in the Procurement, Property Management, Shipping and Motorpool sections. Provides oversight and training to the remaining General Services Office staff. Promotes GSO-wide implementation of procedures in compliance with the Foreign Affairs Manual (FAM), post policy and safety standards. Serves as a liaison between General Services section and Embassy staff.

Major Duties and Responsibilities:

Training and Oversight: 20%

Provides training and oversight to all GSO staff on the proper procedure, systems, and safety and security practices per 14 and 15 FAM. Carries out periodic spot checks to minimize waste, fraud, sub-standard work or unsafe practices. Incumbent may sign off on time & attendance and overtime forms. Controls GSO key supply via the Keywatcher system.

Procurement: 20%

Oversees day-to-day work of the Procurement Agent. Ensures accuracy and timeliness of purchases through adherence to FAR and DOSAR and effective use of WebPASS to track the procurement process. Trains procurement staff in Internet or research to ensure quality and price-effectiveness. Ensures proper

documentation procedures and active customer follow-up. Assists the GSO in secure procurement.

Property Management: 20%

Oversees day-to-day work of the Warehouse team. Ensures proper use of the scanner and WebNEPA to complete annual inventories, residential inventories and reports to reconcile inventory discrepancies. Designs and implement inventory control improvements. Identifies excess non-expendable property and assists in the preparation of auctions or closed-bid sales for disposal. Ensures compliance of the receiving and expendable supply sections by using the ILMS Expendables Module and Final Receipt. Ensures proper inventory controls for welcome kits including paperwork, set-up and break down. Trains the supply clerk to identify minimum and maximum expendable supply stock levels and schedule for supply orders to avoid supply shortfalls.

Housing: 15%

Oversees the Housing Coordinator's work. Serves as the main liaison between housing and facilities during the make-ready and fit out processes. Ensures the Housing Coordinator performs the residence tour for incoming Americans. When necessary, during emergency work orders, accompany GSO staff in residences of American staff. Ensures effective real estate searches, lease negotiations and landlord/agency communication.

Shipping: 10%

Oversees day-to-day work of the Shipping section. Ensures adequate documentation procedures and communication to track the Embassy inbound and outbound shipments. Ensures low cost and technically acceptable transportation and packaging of goods. Promotes communication with procurement, receiving, warehouse and customers. Oversees airport expeditor service.

Motorpool: 10%

Oversees day-to-day work of the Motorpool Supervisor. Ensures that annual reporting requirements are met. Ensures accurate trip report documentation via

the ILMS FMIS Module, annual driver exams and the shuttle service. Promotes customer service and safety procedures.

Other Duties and Special Projects as Assigned by the GSO: 5%

Qualifications Required for Effective Performance:

Education

Completion of a four-year college degree or equivalent

Prior Work Experience

Two years experience in business or accounting field, or equivalent work in project management or quality control

Post Entry Training

On the job training in Department of State procedures, WebWOW software, RPA software and Post Operational Safety and Health Officer (POSHO) Assistant training

Language Proficiency: List both English and host country language(s) by level and specialization.

English: level IV speaking, level IV reading required

French: level II speaking, level II reading required

Knowledge

Good working knowledge of business and accounting procedures.

Understanding of the US Embassy environment

Skills and Abilities

Ability to obtain a security clearance, secret level.

Ability to type and use MS Outlook, Word, Excel and Access.

Ability to understand budgets and inventory principles, and to manage projects.

Ability to work in a fast-paced customer-service oriented environment

Position Elements:

Supervision Received

General Services Officer

Available Guidelines

14 FAM (Logistics Management) and 15 FAM (Overseas Building Operations, including SHEM)

14 FAH (Property Management, Contracting and Acquisitions) and 15 FAH (Facilities Maintenance), Management Notices, FAR, DOSAR, SHEM and other DOS Materials

Exercise of Judgment

Must exercise a great deal of judgment to implement DOS regulations and post policy in constantly changing circumstances. Must analyze the existing system, making practical suggestions for improvements.

Authority to Make Commitments

May commit to spending up to \$500 for urgent repairs without prior approval. May approve work order requests and supply requests. May sign off on overtime and time & attendance forms.

Nature, Level and Purpose of Contacts

Contact with all members of the Embassy community. Serves as liaison between GSO and the IPC section, all other Embassy staff and EFMs. Contact with A/OPE, SHEM, ELSO, regional offices and local and outside vendors up to the director general level.

Supervision Exercised

Ability to assign tasks to entire GSO staff

Time Required to Perform Full Range of Duties after Entry into the Position

6 months