

Make Ready Coordination**45%**

Coordinates Scopes of Work and manages make-ready projects. Verifies that all furniture, furnishings, equipment and appliances for make-ready projects are ordered, delivered and properly installed. Does final testing of all residential utility services and arranges final cleaning of the residences. Performs final inspection of residence prior to occupancy. Ensures landlord compliance with all lease terms, in particular to meet landlord maintenance responsibilities. Maintains post housing profile and updates it regularly as residences or occupants change. Coordinates the arrival and departure of residents into their permanently assigned quarters, determining time schedules as well as potential temporary housing needs and/or solutions, while seeking to effectively minimize cost to Post. Conducts briefings with residents regarding their assigned housing as well as maintain an information database of key issues, concerns, directions, manuals, and other information that may aid resident in day to day living in their housing as well as solve potential problems.

Real Estate**30%**

Assists the GSO Leasing Assistant to identify suitable residences meeting Overseas Building Operations, Facilities Management, Regional Security and other requirements. Assists with lease negotiations working issues such as terms of lease, maintenance requirements, and price in conjunction with the GSO Leasing Assistant. Prepares Inter Agency Housing Board (IAHB) meeting agendas and minutes. Supports GSO Leasing Assistant in maintaining close contact with landlords throughout the lease term and acts as Embassy liaison to address and solve problems with landlords.

Administrative Duties**15%**

Assists the Leasing Assistant and the GSO in preparing correspondence and reports, as well as record-keeping, as assigned. Responsible for data entry and tracking of residential properties in Tririga Real Estate Environmental Sustainability (TREES) as well as identifying usage anomalies and reporting them to GSO for potential corrective action. Provides data for related Department initiatives and ensures Post compliance.

Residential Inventory Control**5%**

Works with GSO Warehouse supervisor to anticipate furniture needs for transfer season. Closely monitors ICASS furniture pool inventories and verifies residential furniture package; prepares furniture requirements for submission by GSO Storekeeper to GSO Procurement. Assists GSO Property Management team in managing the Welcome Kit program.

Additional Duties:**5%**

Serves as Leasing Assistant's back-up and performs other duties as assigned.

**Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performancea. Education:

Completion of secondary school is required.

b. Prior Work Experience

Minimum one year of experience in an administrative position is required.

c. Post Entry Training:

On the job training will be provided in Agency and Mission-specific policies and procedures, Online course PA420 Real Property Management Training will be required.

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) speaking/reading/writing English is required. Level IV (Fluent) speaking/reading/writing Romanian and Russian are required.

e. Job Knowledge:

General knowledge of all GSO-related sections is critical in order to successfully coordinate work efforts.

f. Skills and Abilities:

Must be able to effectively use all MS Office applications and learn State Department specific software. Ability to prioritize work and be flexible when dealing with urgent/non-standard situations is required. Strong communication/interpersonal skills are required. Must be customer-service oriented and be able to solve problems independently and effectively communicate solutions.

16. Position Elementsa. Supervision Received:

Incumbent is directly supervised by the Leasing Assistant, who makes both long and short-term assignments and reviews completed work when required.

b. Supervision Exercised:

No supervisory duties are exercised in this position.

c. Available Guidelines:

Foreign Affairs Manual (15 FAM 200), and Foreign Affairs Handbook (15 FAH 100), Mission's Inter-Agency Housing Handbook, and other post policies and procedures.

d. Exercise of Judgment:

Incumbent is constantly confronted with opportunities to exercise judgment on a wide variety of situations, from effectively tracking real property to identifying procurement items and methods to meet individual requests by residents.

e. Authority to Make Commitments:

No authority to make financial commitments.

f. Nature, Level and Purpose of Contacts:

Contacts are local property owners, management of short-term apartment rental units, and local hotels as well as make-ready contractors. Interacts daily with embassy community as well as Eligible Family Members and any residential staff.

g. Time Expected to Reach Full Performance Level:

Six Months