

**General Services /Administration Assistant
U.S. Embassy Apia**

13. BASIC FUNCTION OF POSITION:

Assists the Charge d'Affaires (CDA) and Wellington General Services Officer (GSO) and Management Specialist with all logistical and administrative duties. Under the general supervision of the CDA, the incumbent is responsible for a full range of GSO and administrative duties at this small post.

14. MAJOR DUTIES AND RESPONSIBILITIES

- Reviews procurement requests for completeness and the presence of necessary technical information, conferring with the originator if necessary.
- Obtains technical specifications, estimates probable costs. Contacts potential sources of supply and requests bids or quotations by telephone, correspondence, or advertisement.
- Reviews responses and prepares summaries and analyses, including a recommendation as to the best offer, considering price and known quality of supplier's products. If over petty cash limit, forwards information to Wellington Contracting Officer with recommendation.
- When approved, makes the purchase. If urgent delivery is needed, visit the supplier's establishment to pick up the items. Contacts vendors or suppliers by telephone and electronic methods to negotiate prices, to clarify specifications or discuss substitutions.
- Files procurement documents and correspondence in accordance with established filing system. Sends copies to Wellington for Procurement file.
- Responsible for the establishing reorder points, developing orders (items and amounts for procurement), receipt, accountability, issues furniture; maintains and reconciles property and custody records; conducts periodic inventories (Chancery and Principal Officer Residences, storage container and supply room); performs household inventory upon transfer of U.S. personnel; determines and collects the value of any damage done to property in accordance with established procedures; determines when items should be replaced; arranges with Wellington for disposal of items as needed per FAM regulations.
- Responsible, in coordination with the administrative assistant, for the storage and issuance of expendable and non-expendable supplies and the operation of the Embassy supply room and supply container.
- Responsible for the physical condition and cleanliness of the controlled storage container at the old Principal Office Residence (POR). Keeps the supply container free of debris and clutter. Also carries out other maintenance activities at that site, including oversight of the contract gardening service.

- Assists with physical arrangements for Embassy representational events, including the Fourth of July.
- Delivers and/or issues items on the basis of an approved requisition document, retrieves items from the storage area, records items issued by NEPA number. Provides record of issued items to NEPA clerk/supply clerk in Wellington for stock adjustment.
- Installs items into offices and houses. Uses embassy vehicle to transport to location. Uses MHE as required in delivering. Does basic installation and hook-up of household appliances including washers, dryers, dishwashers, TV's.
- Assists Wellington's supply supervisor in conducting periodic inventories of all expendable and non-expendable supplies, equipment and furnishings and the preparation.
- Incumbent is also responsible for the receipt, warehousing, accountability and issuance of all household and office furniture and non-expendable supplies and equipment
- Performs all receiving functions, including unpacking, identifying, and checking items against receiving documents, and acknowledging receipt on those documents to the Procurement section.
- Responsible for the planning and facilitating of incoming and outgoing shipments and customs clearance of the household and personal effects, privately owned vehicles (POV), and other property of American personnel and of U.S. Government equipment and supplies.
- Arranges for pick-up, customs clearance, storage or delivery, and unpacking of incoming shipments. Advises departing personnel of their entitlements under applicable agency regulations (STATE, DOD, etc.), customs regulations and requirements, and related matters.
- Arranges for pick-up, packing, shipment, and customs clearance of outgoing private and U.S. Government property. Prepares the necessary paperwork and documentation or has it prepared by others.
- Assists American personnel with the registration, licensing, inspection, sale and purchase of POV, and prepares any necessary paperwork.
- Maintains contacts with officials of shipping, packing, and transfer companies, and with host country customs and other government officials.

15. DESIRED QUALIFICATIONS

- a. **Education:** Completion of secondary school is required.
- b. **Prior Work Experience:** Five years of experience in transportation, freight forwarding or warehousing and/or minimum of five years progressively responsible experience in warehouse/stores inventory and supply is required.
- c. **Post Entry Training:** USG shipping and warehousing/property accountability procedures. Samoan import/export requirements.

- d. **Language Proficiency:** Level 4 English ability and fluent Samoan language ability are required.
- e. **Knowledge:** A good working knowledge of the Department of State procedures governing the shipment of household and personal effects and other private and U.S. Government property. A good working knowledge of the host country's customs, regulations, and procedures. A good knowledge of the abilities, capabilities, and general procedures of shipment and local transfer companies.
- f. **Skills & Abilities:** Must be tactful, yet effective, in dealings with host country customs and other officials, and personnel of shipping, packing, and transfer companies. Must have knowledge of standard office and stores procedures. Must have good computer skills and general knowledge of Microsoft Office suite. Current Samoan driver's license. Must pass security investigation, including police check.

16. POSITION ELEMENTS:

- a. **Supervision Received:** Supervision received is general, performs most work independently, but technical assistance and guidance are available from the CDA and/or General Service Officer in Wellington.
- b. **Available Guidelines:** FAM and FAH regulations and procedures of the Departments of State and Defense, both of which are detailed and complex and require interpretation in their application to specific situations.
- c. **Exercise of Judgment:** Considerable exercise of judgment in evaluating the capabilities and quality of work of shipping, packing and transfer companies. Must develop good working relationships with arriving and departing U.S. citizen personnel and with customs officials of the host government are complicated by tension and stress. A high degree of tact, diplomacy, and persistence is required for effectiveness.
- d. **Authority to make Commitments:** Full authority in management of routine service requests. Authority for non-routine service request delivery at the discretion of the CDA and/or General Services Officer
- e. **Nature, Level & Purpose of Contacts:** Commercial retailers, wholesales, publishers, GSA contractors, shipping and brokerage companies, US and FSN Mission and stateside personnel and Samoan government employees.
- f. **Supervision Exercised:** Supervises Embassy custodian, currently a half-time position.
- g. **Time Required to Perform Full Range of Duties:** Twelve (12) Months.