

### **13. BASIC FUNCTION OF POSITION**

Responsible for processing shipping documentation and other paperwork for incoming and outgoing shipments of private and USG shipments, obtaining customs clearances from the Government of New Zealand for OBO and contractor shipments related to construction of the Wellington Major Rehabilitation Project in Wellington, New Zealand. Process Value Added Tax (VAT) and fuel tax exonerations for OBO and the contractor and coordinate with airlines and other cargo handling establishments for the pick-up and deliveries of local and international mail.

### **14. MAJOR DUTIES AND RESPONSIBILITIES**

- a) **Documentation** **30%**  
Process shipping documentation and other paperwork for incoming and outgoing shipments of private and USG shipments, obtaining customs clearances from the Government of New Zealand for OBO and contractor shipments related to construction of the project. Coordinate and cooperate with the PD and other members of the Project Director's staff.
- b) **Tracking of Shipments** **40%**  
Manage/closely monitor the contractor's shipping dates on the contractor's shipping log. Ensure required documentation is received, processed and approved prior to arrival at port to avoid delays. Prepare weekly reports and submit this information to the PD prior to the weekly contractor coordination meeting. Observe the contractor's performance for submittal and division one compliance within the terms of the contract between the contractor and the Government and report all deviations to the PD. Observe the execution of construction to assure adherence to approved imported materials as accepted by the government during the submittal process and utilized in the construction of the work, report all deviations to the PD. Manage the contractor's shipping log for all imported materials and equipment. Update the OBO SharePoint shipping List with all current incoming shipment information.
- c) **Coordination and Monitoring** **30%**  
Participate in all scheduled project meetings and discussions; be prepared to discuss current construction shipping issues and issues from the previous meeting. The incumbent shall be responsible to review the contractor's meeting minutes and comment as to their accuracy. Attend the OBO schedule meeting and comment on the contractor's Performance Execution Schedule (PES) as to the progress of procurement schedules, and related to the shipment schedules of critical materials. Make recommendations as required.

Coordinate/Monitor shipment of critical Government Furnished Equipment (GFE) or materials to avoid delays whereby the Government may be found liable for possible claim action by the contractor.

Undertake other similar duties as may be assigned by the Project Director.

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- (a) **Education:** Completion of secondary school is required.
- (b) **Experience:** Two (2) years of experience in transportation, logistics, freight forwarding, shipping and/or customs clearances work is required.
- (c) **Post Entry Training:** Ethics for New Locally Employed Staff (PA453); ProjNet SM Facilitating Design & Construction Communication (PA526) Getting Started With SharePoint 2010 (moospear01, Using SharePoint 2010 with Office 2010 (moospea02), Managing SharePoint 2010 Sites, Lists and Libraries (moosppa01), Managing SharePoint 2010 Pages and Components (moosppa02), SharePoint 2010 Security and Business Intelligence (moosppa03), SharePoint 2010 New Features for End Users (monspe01), Microsoft SharePoint 2010: New Features for Power Users (monsppa01).
- (d) **Language:** Level IV – Fluent (spoken and written) English is required.
- (e) **Knowledge:** A detailed working knowledge of general Construction material shipping procedures and practices. Knowledge of standard operating procedures of office and work flow administration and project management. Develop a working knowledge of all technical requirements of the project, including but not limited to becoming familiar with; the drawings and specifications, knowledge of contract references, codes and standards governing the work and the New Zealand customs, shipping and Value Added Tax (VAT) laws. The incumbent shall have a working knowledge of the Microsoft Office Suite of applications including SharePoint 2010.
- (f) **Skills & Abilities:** Must have excellent organizational skills and able to balance and prioritize work schedule; must also have outstanding interpersonal communication skills and be capable of maintaining an effective working relationship with OBO, Primary Contractor, and Embassy personnel. Familiarity and working knowledge of Microsoft Office Suite of applications; ability to exercise sound judgment and to use initiative to analyze and research issues. A valid driving license is required.

## **16. POSITION ELEMENTS**

- (a) **Supervision Received:** Direct supervision is provided by the Project Director.
- (b) **Supervision Exercised:** None
- (c) **Available Guidelines:** Written guidelines include the Foreign Affairs Manual and Handbook (FAM/FAH), Department of State Standardized Regulations (DSSR), Department of State and other agency cables, Post policy binders, Standardized Operating Procedures (SOP), Post developed flow charts and checklists, and guides, etc., oral and written office procedures, shipment, customs, immigration, and OBO Project Procedures Manual.
- (d) **Exercise of Judgment:** Must possess good judgment and reasoning with complex contractual

matters as they relate to host government customs policies.

(e) **Authority to Make Commitments:** None

(f) **Nature, Level & Purpose of Contacts:** Employee must develop and maintain good working relationships with all levels of Project personnel. Substantial liaison with OBO and Contractor personnel.

(g) **Time Required to Reach Full Performance Level:** 3-6 months.