

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

a. Arranges for delivery, unpacking, shipment, and customs clearance of incoming private and U.S. Government property. Coordinates movements between transportation companies, US Dispatch Agency, other Embassies and Panamanian and US Government officials. Processes the necessary paperwork associated with incoming shipments, including diplomatic notes, permits and registrations. Advises arriving personnel of their entitlements under applicable agency regulations (STATE, DOD, etc.), and of customs regulations, requirements, and related matters. Ensures that FAM, JTR, DTR, and other DOS and Embassy guidelines are implemented and followed.

50%

b. Serves as Government Technical Monitor (GTM) to assist the Contracting Officer Representative (COR) in managing technical matters of the Packing, Storing, and Transportation Contracts. Manages the incoming shipment part of the contracts, which account for approximately \$79,000.00 per year. Training requirements for a GTM are the same as a COR's. GTM functions are critical for ensuring contractor's performance, Assists the COR in implementing and managing the three Blanket Purchase Agreements (BPAs) with Customs Brokers. Supports the International thru Government Bill of Lading (ITGBL) Program for door to door shipments; an average of 112 shipments per year or \$353,000.00 worth of merchandise.

35%

c. Other ad-hoc shipping responsibilities as assigned by the Shipping Supervisor and/or GSO Management, such as unofficially serve as the Deputy Shipping Supervisor, and as such, provide daily guidance to other shipping staff.

15%

NOTA: 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 Performance

a. Education:

Two (2) years of general college studies is required.

b. Prior Work Experience:

One year experience in shipping or customs is required.

c. Post Entry Training:

During probationary period incumbent must take FSI Transportation workshop, ILMS Requestor training, COR training and on-the-job training regarding DOS, DOD, US Customs and Panamanian customs policies and regulations.

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) Writing/Speaking/Reading in English is required. Level III (Good Working Knowledge) Writing/Speaking/Reading in Spanish is required.

e. Job Knowledge:

Needs to know the US and Panamanian Shipping and Customs regulations and policies. Must demonstrate proficiency in Shipping and Customs procedures, as well as government transportation regulations.

f. Skills and Abilities:

Ability to function independently when dealing with all kinds of Panamanian Government officials, US employees and eligible family members (EFM) and vendors is required. Must be able to monitor and manage multiple projects. Must have excellent customer service and organization skills. Must be tactful, yet effective, in dealings with host country customs and other officials, and personnel of shipping, packing, and transfer companies. Must possess a Panama driver's license (Type C). Must have operational knowledge of Microsoft Office Suite.

16. Position Elements

a. Supervision Received:

From Shipping Supervisor and/or GSO Management (SGSO or AGSO). Routine assignments are done independently.

b. Supervision Exercised:

This position will provide guidance to three Shipping Clerks on a daily basis, and supervision only when serving as the backup to the Shipping Supervisor.

c. Available Guidelines:

14 Foreign Affairs Manual (FAM), Joint Federal Travel Regulations (JFTR), Joint Travel Regulations (JTR), Defense Transportation Regulation (DTR), Panamanian Laws and Regulations and other DOS and Embassy guidelines.

d. Exercise of Judgment:

Judgment is exercised in evaluating the capabilities and quality of work of shipping, packing, and transfer companies. Evaluates delivery/moving schedules to minimize waiting periods. Assures that transportation regulations are applied to all shipments.

e. Authority to Make Commitments:

Only with GSO Management approval. Authorized to issue task orders under the Pack, Store and Transport contract as backup COR (under agreement with GSO Management)

f. Nature, Level and Purpose of Contacts:

Maintains contacts with working level personnel of shipping, packing, and transfer companies, and of host country customs and other government offices to facilitate shipment, customs clearance, and related matters. Coordinates with Embassy employees and EFMs for HHE, UAB, and POV deliveries and pickups.

g. Time Expected to Reach Full Performance Level:

One year.