

Major Duties and Responsibilities

1. Makes recommendations to the General Services Officer on new leases, renewals, renegotiations and pre-assignment housing. Provides specialized legal advice and assistance in all matters related to locating and negotiating leasing and acquisitions, and leasehold timing and costing, based on existing legislation, practices and legal procedures. Uses personal judgment to define whether the owner of a prospective property would be a responsible and responsive landlord. Performs advanced planning on housing assignments, lease renewals and terminations, including: advance rent payments, negotiation for additional upgrades, and consideration of family's characteristics, among others. 15%
2. Negotiates all lease contracts and lease terms and conditions for Embassy's leases, pursuant to US and Paraguayan contracting law, practice and guidelines, and Contracting Officer Instructions. Drafts and tracks all required cost and space waivers to OBO. Makes commitments with landlords, using as a guide current rental market conditions and the immediate needs of the Embassy. Writes and translates new lease contracts, contract modifications for lease extensions, lease renewals, lease terminations, and other documents, all in accordance with USG policies and regulations. Screens all legal documentation presented by the owners to prove ownership of the unit. Embassy's primary point of contact in all matters related to leased premises. 10%
3. Screens and evaluates properties in accordance with USG and Mission policies and regulations for possible USG occupancy or use. Uses realtors, developers, newspaper advertisements, and other personal contacts and sources of information, and searches for new resources that could be useful for realty search. Identifies suitable properties, measures the units and coordinates
4. Maintenance and Security inspections. Evaluates initial, follow up and final inspections of newly-leased and renewed properties, and makes sure landlords accomplish to complete all USG-required repairs, modifications, and upgrades (painting, carpets, curtains, security grills, electrical and plumbing systems, etc.), prior to occupancy, and contacts them when they are not complying with the agreement or timing in accordance to the turn-over calendar. Follows up with Maintenance and Property sections to ensure that necessary repairs, additions and renovations are undertaken in a satisfactorily and timely manner. Incumbent requests final security inspections and approvals prior to the occupant's move-in date. Acts on all requests received to match operational needs with available options in the local market. Coordinates all acquisition activities with GSO, RSO, FMO and POSHO. Responsible for the termination of leases. Performs inspections to determine responsibilities for damages and/or repairs. Inspects properties and negotiates directly with landlords when returning properties upon lease termination, including owner claims. 10%
5. Drafts and programs a yearly turn-over calendar and IAHB agenda, which contain all the information about arrival and departure dates, coordinates make-ready process with landlords and other GSO sections for all required work to be done in a timely manner, so that houses are ready for occupancy upon arrival of new employees or as soon as possible. Ensures RSO, FMU and IMO are involved in this process and that the work is followed up and is completed in a timely manner. Manages and monitors landlords' contractors. Coordinates monitors and supervises repairs and renovations performed by contractors in all leased properties. Coordinates the same for maintenance work orders transferred to housing for landlord and contractor response. 10%
6. Ensures all leases are in compliance with both USG laws, guidelines and regulations, and Paraguayan law and local practices. Administers lease contracts, maintaining contact with landlords and occupants to discuss and resolve problems that rise to a level that requires intervention. Determines responsibility or liability for necessary repairs and services, and negotiates directly with landlords, contractors, and vendors to have them carried out at the best value for the USG. Supervises contracts with local contractors, vendors, and utilities companies, and oversees new contracts that affect other GSO (Property and Procurement) and FMU Sections to assure tasks are accomplished as appropriate. For lease terminations, coordinates work with other GSO sections and contractors to return the residences to landlords as required by the leases. Negotiates with landlords to resolve any claim or difference related to their return. Responsible for the enforcement of all lease contract terms and for solving conflicts with landlords. Resolves legal controversies and conflicts related to lease contracts and real estate matters. Analyzes landlord performances under the contract to determine the retaining and/or disposal of properties. 10%
7. Incumbent is authorized to act on behalf of the Contracting Officer in administering all lease contracts as follows: 5%

- Is responsible for enforcing lease clauses and determining liability of occupants, landlords and the USG as they pertain to claims involving repairs, damages, equipment replacement, etc.
 - Negotiates claims with property owners in accordance with lease terms and applicable provisions of local law.
 - Is responsible for obtaining reimbursements owed to the Embassy, of any advanced rental payment when properties are returned to owners before the lease expiration date.
8. Prepares all legal correspondence and documents related to lease contracts. Makes sure detailed files for all STGL properties in the Mission are kept orderly, up to date and comprehensive. Oversees and distributes filing responsibilities among the Housing staff. Manages the Housing Office and schedules the workload of the Office. 5%
 9. Ultimately responsible for the maintenance, update and accuracy of the Web PASS Real Property Application (RPA) system and oversees the periodic submission of reports to OBO. Produces standard PASS reports on demand and uses the PASS Report Writing function to produce specialized reports. Makes changes and additions to the current PASS system to include information that could be useful within GSO sections. Makes sure the "Arrival & Departure" database is updated. Makes waivers for leases that either exceed the maximum rental or space allowance approved by OBO. 2.5%
 10. Maintains in-depth knowledge of the real estate market conducting market surveys, and creates oral and written reports and charts for GSO and IAHB use in cost projections and residence selection process. Makes recommendations and offers guidance on the strategic acquisition of new housing, new housing neighborhoods and the retirement of the same. Maintains regular contact with realtors and developers as to availability of properties and trends in the local real estate market, and changes in local laws and regulations. Cultivates and maintains close contacts with real estate professionals, and monitors a constantly changing real estate market influenced by rapidly changing economic circumstances. 2.5%
 11. Prepares all necessary accounting paperwork relating to STGL's, including rental payment vouchers, for proper payments and accounting, documenting and making all rental adjustments (deductions for work performed that are landlords' responsibilities, early lease terminations, Interagency Housing Board (IAHB) and GSO decisions, such as shifts in funding responsibilities upon housing re-assignments, etc.). Manages post's Rental Benchmark Initiative (RBI) program, drafting and preparing cables as necessary. Assures funds availability from the various agencies in the STGL Housing Pool, requests Program funding and project funding requirements for future fiscal years, projecting and estimating lease costs for each incoming Fiscal Year based on real estate market fluctuations. Submits this information to the Financial Management Section for Post's budget. Prepares the annual International cooperative Administrative Support Services (ICASS) Workload Count of square footage occupied for all agencies served by GSO. 15%
 12. Makes sure utility bills and payments are processed properly and timely. Processes bills related to work orders. Contacts these agencies' heads to resolve disputes when they occur and advises GSO of excess utilities consumption and recommends appropriate action. 2.5%
 13. Carries out tax exemption process yearly with the City hall and regularly with all utility companies. 2.5 %
 14. Briefs new arrivals of all agencies about Mission housing policies. Makes sure periodic inspections are done to residences to ensure that occupants are maintaining them in accordance with regulations, advising the occupants of work to be done, repairs, or cleaning that they will be responsible for taking care of or paying for before they are cleared for departure from post. Provides guidance on and drafts new or changes to Mission housing policies, guidelines and the Housing Handbook. Post housing maintenance briefings and FAQs onto section Intranet SharePoint site. 2.5%
 15. Assists and advises the four Mission agencies that sign private-lease contracts for residence and office space Living Quarter Allowances (LQA), reviewing their contracts, recommending changes as appropriate, and measures properties in accordance with 15 FAM Standards and USG & Mission policies. Ensure proper procedures are followed for asking for Security and SHEM inspections; sending official request to the IAHB for approval and asking for a final inspection/approval for occupancy; all of it concluding with the appropriate submission of a copy of the lease. 2.5%
 16. Prepares Post's Annual Housing Market Report. 2.5%
 17. Performs other duties as assigned by the General Services Officer. 2.5%