DUTIES AND RESPONSIBILITIES

BASIC FUNCTION OF POSITION

Under supervision of the Shipping Assistant, the incumbent is responsible for making arrangements for incoming and outgoing shipments of household goods, personal effects, and POVs for Mission employees, GOVs and U.S. government supplies and equipment. Assists with airport expediting, visas, gas cards and vehicle management.

MAJOR DUTIES AND RESPONSIBILITIES

1. Shipments

- Makes arrangements for incoming and outgoing shipments of household effects, air freight, POVs, GOVs and U.S. government supplies and equipment, serving 9 agencies (STATE, USAID, DEA, DAO, ODC, Justice/OTA, OSC, PC, and the Marines) as well as TDY personnel.
- Prepares and types documents and letters (such as dip notes, customs forms, etc.) related to incoming and outgoing shipments.
- Arranges the release of HHE/UAB/POV/GOV, supplies and equipment from customs.
- Performs follow-up on official documents in the Ministry of Foreign Affairs and Finance pertaining to incoming and outgoing shipments, vehicles, and other documents.
- Fills out the T-Lite shipping application with the required information for all incoming and outgoing shipments, requests funds for military shipments, records all costs in TLite.

2. Vehicle Management

- Processes paperwork to register POVs and GOVs and request diplomatic plates.
- Pays plate fees at Registro del Automotor, retrieves and delivers them to proper recipient.
- Processes the request to get the new MFA registration cards for POVs and GOVs.
- Coordinates with U.S. embassy personnel, spouses and family members to obtain mandatory Paraguayan Drivers' Licenses
- Arranges initial insurance coverage for POVs and GOVs.
- Arranges CARTA VERDE insurance policies for POVs and GOVs when necessary.
- Maintains database and controls the expiration date of the POV insurance policies, driver licenses and gas cards.
- Renews the mandatory insurance policies before they expire.
- Maintains control and files of all the bills received.
- Reviews the bills sent by the vendors, attaches to the bills the required documents for the Shipping Assistant's signature, makes copies for the files and delivers the bills to the appropriate office and/or agencies.

3. **Gas Cards and Tax Exoneration.**

- Manages the gas card and official tax exoneration program. Takes the lead and is the primary point of contact and subject matter expert. Educates officers in how the program works.
- Maintains good contacts within the service provider and MFA to ensure smooth operation of the programs. Works out any complications or conflicts. Improves the programs by expanding to include other providers as well as finding ways to make the programs more efficient.
- Controls payments and bank deposit notes as proof of payment and forwards them to the gas company. Distributes the gas company receipts when received to the gas card holders.

4. **Expediting.**

- Expedites arriving and departing travelers through airport formalities and assists with immigration, customs and police-related activities. Expedites the courier on the arrival and departure. Works with airlines to retrieve lost baggage when necessary and arranges for delivery of baggage found. Builds good relationship with the HN officials.

5. **Visas.**

- Requests visas for travel to other countries

6. **Other.**

- On an as-needed basis drives a motor pool vehicle to assist with airport transfers or to visit government offices. Assumes duties of the Shipping Assistant during absences. Performs other duties as required by the Shipping Assistant and the General Services Officer.