

**REALTY ASSISTANT (GSO)
VACANCY ANNOUNCEMENT 16/01/05
MAJOR DUTIES AND RESPONSIBILITIES**

40% OF TIME - Real Property Leasing

The Deputy independently negotiates short-term government residential and functional leasing contracts with realtors and owners to obtain the lowest leasing cost to the Embassy. This involves having an in-depth awareness of market costs and availability and an ability to match that to housing board and incoming personnel requirements. An extremely high level of coordination and planning is required, since the Deputy must constantly manage evolving arrival and departure information and coordinate that with the available housing inventory. Establishes and maintains contact with local realtors and landlords in order to obtain available property information for possible future residences. Interprets complex housing regulations and explains them, as necessary, to USG employees, other agency administrative officers, landlord maintenance contractors and others involved in the leasing process. Once a property is identified, the first step is to obtain the necessary security and safety clearances from RSO and FAC. Once approvals have been granted, the Deputy initiates and runs the lease negotiation process, negotiating major, five-year lease commitments on behalf of the Embassy and USG. The objective of the negotiation is to obtain the lowest lease cost to the Embassy and to apply policy guidance as it pertains to Embassy leased properties and the Rental Benchmark Initiative established by OBO in Washington, DC. The negotiated lease costs have a profound impact on Post agencies and Washington (OBO) budgets for since lease costs are a significant portion of annual budgets. After completing lease negotiations and getting the lease signed, the Deputy oversees the management of properties for the Embassy.

The Deputy will also take the lead on all leases for offices or other functional space, currently including antennas, hangars, forward operating bases, consular agent office space, and warehouses. This includes identification of suitable premises, coordination of the process with other agencies and negotiation of the leases. This work will be overseen by the Realty Supervisor. This often involves high-level negotiations with senior Peruvian government and business counterparts for office space in highly sought-after areas of the city. The Deputy negotiates independently with both realtors and landlords, ensures that the lease contracts are drafted, often preparing several drafts for review, coordinating negotiations within GSO and with OBO, and obtaining the landlord's signature on leases before submitting the lease to the Housing officer for final signature. During the course of lease negotiation, the Deputy ensures that landlords understand and comply with embassy maintenance policies and security requirements.

35% OF TIME - Oversees Make-ready and Maintenance of STL Properties

The Deputy manages his/her own portfolio of short-term government leases, including identification of properties; measuring space; negotiations with landlords, oversight and coordination of the make-ready process; walk-in and walk-out inspections of the properties; and follow-up of any ongoing maintenance issues. New unit inspections are coordinated with FAC & RSO personnel. Draft lease waiver cables, size waiver cables, and other cables to OBO when required to add a new housing unit to the post housing pool. Coordinates and selects Embassy contractors for residential maintenance and repairs; authorizes landlord contractors to work in Embassy properties. Ensures contractors adhere to aggressive repair schedules. Ensures new lease obligations are processed and payments are available according to the terms of the lease. Reviews progress of all these sections in ensuring readiness of assigned units for incoming personnel. Assists tenants and FMO in solving utilities problems and discrepancies, as necessary, by contacting utility companies for resolution.

10% OF TIME - Supervisory and/or Managerial Responsibilities

In the absence of the Realty Supervisor, the Deputy oversees the overall day-to-day management of the office and supervises three Housing Clerks performing work at the FSN-7 level. The Deputy locates suitable housing for Staff personnel and office space for functional leases. S/he manages the arrival and departure of personnel from Embassy short-term leased housing and apartments. In the absence of the Realty Supervisor, s/he prepares weekly agendas for the InterAgency Housing Board meetings, proposing housing assignments and addressing appeals.

In the absence of the Realty Supervisor, the Deputy oversees the make-ready schedule and repair (Work order) schedule, and coordinates the weekly make-ready meetings with Leasing, Facilities (FAC), Regional Security Office (RSO) and Warehouse (WHSE) movers. S/he reviews and monitors the progress of all these sections in ensuring readiness of assigned units for incoming personnel. Provides administrative and technical supervision necessary for accomplishing the work of the section. Observes workers' performance; demonstrates and conducts work performance evaluations.

10% OF TIME - Regulatory Reporting

The Deputy is also responsible for preparing the Quarterly Lease Payment report for FMO for all agencies under ICASS in order to process rent checks to landlords. The Deputy is also responsible for updating RPA and other information programs with information on his/her leases and regularly auditing and updating work order requests. Coordinates and assists with the annual ICASS Workload Counts in May. Provides information on the number of agencies receiving ICASS services. Updates the RPA system with information regarding renewal of leases that are under his/her assigned residential properties portfolio.

5% OF TIME - Special Projects and Other Duties as Directed

Performs other duties as may be determined and assigned by the SGSO or A/GSO based on necessity and availability.