

**SHIPMENT CLERK/CUSTOMS EXPEDITER – GSO
VACANCY ANNOUNCEMENT 16/07/40**

MAJOR DUTIES AND RESPONSIBILITIES

Manages incoming and outgoing personal, diplomatic, pouch, official and commissary shipments for Mission members - 60%

Manages incoming and outgoing personal, diplomatic, pouch, official and commissary shipments for Mission members. Coordinates movements with transportation companies, U.S. dispatch agencies, and other posts. Processes all paperwork associated with incoming and outgoing shipments, including diplomatic notes, letters, free entry permits, free exit permits, Liberations (tax exemption of import duties) and import policy called "*Declaracion Aduanera de Mercancias*" (DAM) using ASCINSA software. Ensures that FAM and DOD regulations and other DOS and Embassy guidelines are implemented and followed. Advises Mission personnel of their entitlements under applicable agency regulations (DOS, DOD, etc.), and of customs regulations and requirements and related matters. Represents Shipping and Customs on all ITGBL and DPS matters ensuring the Embassy implements and complies with all DOS requirements.

Maintains a good working relationship with the Ministry of Foreign Affairs (MFA), international transportation and moving companies, Peruvian customs authorities - 5%

Maintains a good working relationship with the Ministry of Foreign Affairs (MFA), international transportation and moving companies, Peruvian customs authorities and other host government offices involved in the shipment process. Checks bills submitted by shipping, packing, and transfer companies against authorizing documents and prepares them for the signature of the shipping supervisor and the GSO.

Acts as expeditor for arrival and departure of official visitors - 5%

Acts as expeditor for arrival and departure of official visitors, congressional delegations (CODELs), and VIPs as well for arriving and departing mission personnel and other visitors with special travel/customs details such as clearing pets, weapons, diplomatic shipments, and shipment of unusual baggage.

Makes arrangements for incoming and outgoing shipments, customs clearance, purchase and sale, inspection, registration, licensing and insurance coverage of POV and U.S. Government vehicles - 25%

Makes arrangements for incoming and outgoing shipments, customs clearance, purchase and sale, inspection, registration, licensing and insurance coverage of POV and U.S. Government vehicles. Solicits bids, recommends contractors, and arranges for the shipment and necessary storage of POV and U.S. Government vehicles. Advises departing U.S. citizen personnel of shipping practices, their entitlements under applicable agency regulations (DOS, DOD, etc.), customs regulations, and other pertinent matters. Arranges for pickup and customs clearance of incoming POV and U.S. Government vehicles. Advises incoming U.S. citizen personnel of host country laws and regulations, taxes, and fees which apply to POV ownership and operation. Assists in the purchase or sale of POVs and prepares the documentation needed for POV transactions. Assists the shipping supervisor in including U.S. Government vehicles in the insurance contract and obtaining insurance policies. Is responsible for renewing the temporary importation of vehicles on a yearly basis up to the end of the owner's official functions and for getting back the Embassy's letter of guarantee from Peruvian customs when the vehicle is re-exported. Assists the shipping supervisor in handling cases related to the traffic accidents involving U.S. Government vehicles, and provides limited assistance with respect to POV accidents.

Other duties as assigned - 5%