

**ADMINISTRATIVE ASSISTANT FSN-4/FP-AA  
VACANCY ANNOUNCEMENT 16/06/27**

**MAJOR DUTIES AND RESPONSIBILITIES**

**50% of Time: Dispatcher Duties**

- Supports Motor Pool Dispatcher by scheduling, assigning, and closing all vehicles requests received through in the FMIS system and the MyServices Service Portal. Enters all data into the workload count database on a daily basis.
- Translates English instructions into Spanish as necessary. Checks frequently to make sure jobs are being done as requested. Schedules drivers for jobs on a fair basis.
- Prepares shuttle schedules and submits monthly bills to the customers. Prepares the drivers' weekly schedule at least 4 weeks in advanced. Initiates OF-108 daily vehicle use record form and assigns vehicle to self-drivers on a first come first served basis. Maintains the Embassy Chauffeur and Incidental Driver databases to ensure accuracy and the most up to date information.
- Handles emergency transportation needs. Works closely with both Motor Pool Supervisor and drivers in order to maintain a good working atmosphere. Makes sure drivers do daily checks of vehicles and that drivers complete the vehicle reports. Schedules and maintains Motors Pool functions, and prepares and submits monthly reports to the GSO. Reports vehicle accident/incidents and participates in accident/incident investigation in coordination with Regional Security Office.
- Coordinates driver assignment and delivery of checks to vendors for bill payment, diplomatic notes, invitations and other correspondence.
- Performs other duties as may be determined and assigned by the GSO based on the necessity and availability.

**50% of Time: Driver Duties**

- Operates a motor vehicles in accordance with the work established, instructions received by dispatcher/supervisor/GSO Officers.
- Operates the vehicles to do daily shuttles and drives a heavy truck for different assignments.
- On rotating basis will be assigned to the MSG to perform similar duties.