

Position Description

Facility Management Assistant

Basic Function of the Position:

This position is an assistant in the Information Management Section. With technical guidance from Information management specialists, the incumbent will assist the IMO in daily IPC operations including SMART processing, basic system administration functions, local registration authority, intranet website updates and information systems training. The incumbent manages the classified and unclassified pouch operations including supervisory responsibilities. The incumbent ensures the E&E radio inventory is accurate. The incumbent provides radio training to embassy personnel and families new to post. The incumbent assists in ensuring the Program asset inventory is up to date and properly documented in the Information Logistics Management System (ILMS).

Major Duties and Responsibilities:

--Assists the IPC staff in processing record traffic, operation and troubleshooting the Embassy's telegraphic communications systems and data circuits; building SMART user accounts.

-- Assists the IPC staff in managing and troubleshooting the Embassy's classified and unclassified computer networks, including servers, networking devices, encryption devices and workstations; preparing and repairing computers, assisting with trouble calls. Works as a local registration authority for the issuance of PKI cards to users on Opennet. Refers more technical questions to the Information Management Specialist.

-- Is responsible for understanding, applying and providing guidance to users on regulations and procedures contained in the 5 FAM, 5 FAH-2, DTS standards, allied communications, publications and other relevant material regarding circuits and equipment, pouch guidelines and telegram requirements

-- Provide SMART, MS Office, Radio and other trainings as instructed by the IMO.

-- Responsible for managing the WPAS and ILMS system; maintains inventory records of all classified equipment; coordinates return of defective equipment for replacement or disposal. Coordinates with the Department for Return Authorization Numbers (RAN) via telegram. Prepares classified equipment for return for pouch and dispatch. Receives new equipment and replacements and enters into proper inventory system.

-- Coordinates operations of post's primary telephone systems, including use of secure fax and telephone.

-- Supervises post's record holding, ensuring that proper destruction and retirement procedures are in place and implemented for classified and unclassified records. Has joint responsibility with other IPC staff for the proper management and security of classified information.

--Assists with the day to day operations of the unclassified pouch and manages the classified pouch/mail operations including preparing classified pouches for dispatch as well as receiving and distribution to appropriate offices of received classified pouch contents. This includes all the necessary packing, invoicing, labeling and sealing outgoing materials, form processing, faxes and coordination with Motorpool and the regional diplomatic courier office in support of classified pouch operations. Unclassified pouch support typically involves supervising the sealing of outgoing pouches and observation of the processing of inbound unclassified pouches as well as answering any pouching questions the Mailroom LES staff can't resolve.

--Perform classified pouch exchange escort duties as requested by transporting and controlling classified pouches from the embassy to the airport, exchanging pouches with the diplomatic courier, transferring and controlling inbound classified pouches into the classified pouch vault.

-- Conducts testing of post's HF radio network, portable Inmarsat equipment, ENET, STE and satellite telephones.

-- Performs escorting of LES staff in CAA areas of the embassy as required.