



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <p style="text-align: center;">LOME - TOGO</p>	2. Agency <p style="text-align: center;">STATE</p>	3a. Position Number <p style="text-align: center;">357801-A52693</p>
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

Yes No

4. Reason For Submission

a. Redescription of duties: This position replaces
 (Position Number) A52693 , (Title) Warehouseman (Series) 0805 (Grade) 02

b. New Position _____

c. Other (explain) Vacancy announcement

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Warehouseman, FSN-0805	02		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee <p style="text-align: center;">VACANT</p>
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8. Office/Section <p style="text-align: center;">American Embassy Lome, Togo</p>	a. First Subdivision <p style="text-align: center;">Management</p>
b. Second Subdivision <p style="text-align: center;">GSO</p>	c. Third Subdivision <p style="text-align: center;">Warehouse</p>

9. This is a complete and accurate description of the duties and responsibilities of my position. <p style="text-align: center;">Vacant</p>	10. This is a complete and accurate description of the duties and responsibilities of this position. <p style="text-align: center;">Warehouse Supervisor</p>
Printed Name of Employee Date (mm-dd-yyyy)	Printed Name of Supervisor Date (mm-dd-yyyy)

Employee Signature	Supervisor Signature
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <p style="text-align: center;">A/General Services Officer</p>	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <p style="text-align: center;">A/Management Officer</p>
Printed Name of Chief or Agency Head Date (mm-dd-yyyy)	Printed Name of Admin or Human Resources Officer Date (mm-dd-yyyy)

Chief or Agency Head Signature	Admin or HR Officer Signature
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13. Basic Function Of Position
 Performs expendable supply clerical and manual tasks.

14. Major Duties and Responsibilities _____ % of Time

Performs various kinds of unskilled normal warehouseman tasks including moving and lifting furniture; carries and moves other light to heavy objects from place to place. Assists skilled trade workers by carrying, holding, lifting, moving tools and material; moves cartons and boxes from one location to another. Uses hand trucks, wheelbarrows, shovels, brooms and hand tools. 90%

Prepares party supplies for proper delivery to USG leased, residences and offices. 5%

Other duties as assigned. 5%

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15. Qualifications Required For Effective Performance

- a. Education
Completion of secondary school is required.

- b. Prior Work Experience
One year of manual labor (warehouseman) experience is required.

- c. Post Entry Training
None

- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level I (rudimentary reading and speaking) English and French ability is required.

- e. Job Knowledge
None

- f. Skills and Abilities
Must be capable of performing arduous physical work.

16. Position Element

- a. Supervision Received
Position is Supervised by Warehouse Supervisor (Position A52686)

- b. Supervision Exercised
None

- c. Available Guidelines
None

- d. Exercise of Judgment
The use of extreme care in moving USG property.

- e. Authority to Make Commitments
As appropriate.

- f. Nature, Level, and Purpose of Contacts
Working level contact with Embassy personnel on a daily basis

- g. Time Expected to Reach Full Performance Level
1 to 2 months