

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST KAMPALA	2. AGENCY STATE	3a. POSITION NO. 101131
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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. Reclassification of duties: This position replaces
 Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	ASSISTANT RECEIVING CLERK FSN-805	5		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION GSO	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ <small>Typed Name and Signature of Employee Date(mm-dd-yy)</small>	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ <small>Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</small>
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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. _____ <small>Typed Name and Signature of American Supervisor Date (mm-dd-yy)</small>	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ <small>Typed Name and Signature of Human Resources Officer Date (mm-dd-yy)</small>
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13. BASIC FUNCTION OF POSITION

Receive in conjunction with the Receiving Clerk, all expendable and non-expendable supplies, and equipment.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
Un-crate all in-coming appliances, and prepare receiving reports, note all discrepancies, distribute reports to different office and agencies. Apply NEPA numbers to in-coming appliances and furniture and assign stock numbers to all supplies.	35%
Work with the Supplies Storekeeper and Warehouse Assistant when transferring received supplies to stores and the main warehouse. Responsible for generator fuel deliveries to various Embassy locations.	30%
BACK-UP DUTIES: Drive and deliver supplies to different offices and agencies. Responsible for receiving all supplies when the Receiving Clerk is absent or on leave, performs labour duties and operates forklift.	35%

5. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
Completion of secondary school is required.
- b. Prior Work Experience
Two years of work in warehouse, familiarity with supplies and procurement procedures is required.
- c. Post Entry Training
Embassy Warehouse regulations.
- d. Language Proficiency: List both English and host country language(s) by level and specialization.
Level III English ability (good working knowledge) is required.
- e. Knowledge
Read English fluently, and differentiate between complicated nomenclature is required.
- f. Skills and Abilities
Ability to distinguish thousands of spare parts and building supplies, and report shortages and incorrect shipments.
Must be familiar with furniture nomenclature and be able to draft receiving reports is required.

16. POSITION ELEMENTS

- a. Supervision Received
Warehouse Supervisor.
- b. Available Guidelines
Instructions from Supervisor and Stock numbering guides.
- c. Exercise of Judgment
Ascertain whether goods received were those ordered, requiring knowledge of stock, purchase orders, etc.
- d. Authority to Make Commitments
None
- e. Nature, Level and Purpose of Contacts
U.S. Direct Hire employees and other FSN employees.
- f. Supervision Exercised
None.
- g. Time Required to Perform Full Range of Duties after Entry into the Position
52 weeks.

