

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. 101127
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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	SHIPMENT ASSISTANT FSN-905	8		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) CUSTOMS AND SHIPPING SUPERVISOR	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S.EMBASSY KAMPALA	a. First Subdivision ADMINISTRATIVE OFFICE
b. Second Subdivision GENERAL SERVICES OFFICE	c. Third Subdivision SHIPPING SECTION

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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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. MITCHELL SHIRE _____ Typed Name and Signature of American Supervisor Date (mm-dd-yy)	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. _____ Typed Name and Signature of Human Resources Officer Date (mm-dd-yy)
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13. BASIC FUNCTION OF POSITION
 Expedites the customs clearances and other host Government approvals and arrange for commercial shipping services for all incoming and outgoing shipments of supplies, household effects, vehicles, coordinate the movements of the rest of the shipping office, maintain real time tracking of shipments and provide customer support.,etc.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
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Process all customs documents for the import and export for the Embassy of all official supplies, equipment and vehicles and all employee household effects and consumables. Maintains files of all customs and shipping documents and a chronological Excel tracking sheet of all incoming and outgoing shipments. Review all carrier bills and coordinate payment with the Budget and Fiscal Office. 30%

Check for all incoming shipments at the airport and arrange to transport them to Kampala, hiring transport and workers as required. Coordinate with the contract agent for the entry of any shipments across the Kenya border and travel to the border to expedite such shipments when problems arise. Coordinate with our contract agent at Mombasa the entry of any shipments by ocean freight and the transshipment to Kampala. Notify the General Services Officer, in writing, of any damaged or stolen shipments. 20%

Coordinate the supervision of the packing of personal effect for outgoing employees, arrange transport to the airport, consign to the destination, and prepares the notification for the vehicles of outgoing employees and prepare the notification telegrams. Prepare and process diplomatic notes for all clearances and exemptions from duty and sales tax. 20%

Supervise and coordinate the efficient activity the Customs and Shipping office LE Staff. Timely feedback and follow up with contracted shipping agents as well as customers 30%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
Completion of College school is required.
- b. Prior Work Experience
Three years of experience in shipping and transportation at least one of which should have involved importing and exporting, preferably in connection with the USG shipments.
- c. Post Entry Training
On the job
- d. Language Proficiency: List both English and host country language(s) by level and specialization.
Level III English is required.
- e. Knowledge
Knowledge of US Government shipping regulations, including agency regulations is desired. Knowledge of transportation and shipping, local customs practices and legal requirement is required.
- f. Skills and Abilities
Must have the ability to deal effectively with officials at all levels in getting things done and ability to make fast decisions on the spot is required.

16. POSITION ELEMENTS

- a. Supervision Received
General supervision from the General Services Officer.
- b. Available Guidelines
US Government regulations, local law and common practice.
- c. Exercise of Judgment
Is required to make on the spot judgments of the appropriate course of action to take in unexpected situations, and gain pre approval from GSO for additional support.
- d. Authority to Make Commitments
Must follow strict guidelines and get pre approval when committing government funds to accomplish shipping actions.

e. Nature, Level and Purpose of Contacts

Customs officials, shipping officials, host-government officials at nearly every level for the purpose of clearing freight and goods as well as vehicles and special shipments.

f. Supervision Exercised

Supervises five shipping assistants

g. Time Required to Perform Full Range of Duties after Entry into the Position

One year.