

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. 101208
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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	WAREHOUSEMAN/TRUCK DRIVER	3		
b. Other				
c. Proposed by Initiating Office				

POST TITLE POSITION (if any)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S.EMBASSY KAMPALA	a. First Subdivision GENERAL SERVICES OFFICE
b. Second Subdivision WAREHOUSE SECTION	c. Third Subdivision MANAGEMENT OFFICE

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. _____ 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

Operates all warehouse handling equipment/vehicles used in the movement of in coming/out going shipments and store supplies. Handling of equipment/vehicles includes but is not limited to heavy and light duty trucks, pallet trucks, forklifts, dollies and trolleys. Incumbent will be involved in the loading and unloading of the handling equipment/vehicles at the same time, as a member of the warehouse team, perform warehouse duties.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**

PARTY ITEMS: Issue, record, deliver party items which includes tents, tables, chairs, dishes, glassware and flatware. Ensure all delivered items have been returned. If not returned, track down and keep inventory of party items.

EQUIPMENT AND TOOLS: responsible for safe keeping, inventory and maintenance of equipment and tools used. Report any breakage or damaged to Warehouse Supervisor. 30%

LABOR DUTIES: Meet and assist support flights in loading and unloading furniture and equipment. Set up and wash tents. Set up and arrange party functions. Move furniture, appliance and equipment. Operates all warehouse handling equipment/vehicles used in the movement of in coming/out going shipments and store supplies. Keep warehouse clean and neat. 30%

HOUSE MAKE-READIES: Deliver, place and set up furniture and appliances in new and existing residences. Hang draperies and make beds and insure house in order for new arrivals.

INVENTORY: Assist inventory takers with inventory reconciliation.

WAREHOUSE SALES: Organize, tag, arrange and deliver furniture to auctioneer site and other duties as assigned when needed. 40%

5. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
Attainment of the Ordinary Level Certificate of Education is required.
- b. Prior Work Experience
A combination of two years experience in performing clerical and driving duties is required.
- c. Post Entry Training
N/A
- d. Language Proficiency: List both English and host country language(s) by level and specialization.
Level II English ability (limited knowledge) is required.
- e. Knowledge
Must have general knowledge of the safest and most efficient ways to move, store and place furniture and appliances and the ability to maneuver the forklift in limited space, is required.
- f. Skills and Abilities
Physical ability and possession of a valid drivers' license appropriate to truck driving and forklift operations is required.

16. POSITION ELEMENTS

- a. Supervision Received
FSN Supply/Storekeeper Supervisor.
- b. Available Guidelines
Oral instructions from Supervisor.
- c. Exercise of Judgment
None.
- d. Authority to Make Commitments
None
- e. Nature, Level and Purpose of Contacts
U.S. Direct Hire employees and fellow FSN/LE employees.

f. Supervision Exercised
None.

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