

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
<b>1. POST</b> U.S. Consulate General HCMC	<b>2. AGENCY</b> State	<b>3a. POSITION NO.</b> 332007-A52229		
<b>3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
<b>4. REASON FOR SUBMISSION</b>				
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No. _____ (Title) _____ (Series) _____ (Grade)				
<input type="checkbox"/> b. New Position				
<input checked="" type="checkbox"/> c. Other (explain) <u>Minor update on Item 14</u>				
<b>5. CLASSIFICATION ACTION</b>	Position Title and Series Code	Grade	Initials	Date
a. Post Classification Authority	General Services Office Clerk, FSN-010-5	FSN-5	[Redacted]	6/29/16
b. Other				
c. Proposed by Initiating Office				
<b>6. POST TITLE POSITION (if different from official title)</b>		<b>7. NAME OF EMPLOYEE</b>		
<b>8. MISSION</b> Consulate General Ho Chi Minh City		b. Second Subdivision General Services Office		
a. First Subdivision Administrative Section		c. Third Subdivision		
<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>		<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>		
_____ Typed Name and Signature of Employee      Date(mm-dd-yy)		_____ Typed Name and Signature of Local Supervisor      Date(mm-dd-yy)		
<b>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.</b>		<b>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.</b>		
[Redacted Signature] _____ Typed Name and Signature of American Supervisor      Date(mm-dd-yy)		[Redacted Signature] _____ Typed Name and Signature of Admin or Human Resources      Date(mm-dd-yy)		
<b>13. BASIC FUNCTION OF POSITION</b>				
The jobholder will assist in the day-to-day operations of the GSO section, particularly in carrying out many of the section-wide administrative tasks that help with the logistical and operational support to the U.S. Consulate General in areas such as shipping, housing, procurement, etc. The jobholder will also assist in customer service follow-up, special projects, and quality control throughout the GSO section.				
<b>14. MAJOR DUTIES AND RESPONSIBILITIES</b> <span style="float: right;">100 % OF TIME</span>				
ADMINISTRATIVE: 70%				
Completes biweekly Time and Attendance for GSO section and submits to GSO for approval and HR for processing; Manages inventory of cell phones including issuing to and receiving from officers and LES, and informing operator of which phone number each employee has been designated; Coordinates with the Supply Clerk when the inventory needs replenishment, marking unusable phones for disposal and returning to the warehouse; Receives, reviews, and sorts incoming documents from all GSO subsections that need the GSO's signature and redistributes to the respective subsections after obtaining the necessary signatures; Uses the ILMS request system to maintain stock of supplies for GSO section;				

Schedules GSO section staff meetings and writes minutes for distribution; Manages the calendar of the GSO and coordinates transportation needs for official business as necessary; Provides administrative support and coordination for Consulate-sponsored events including property disposal sales; Assist in delivering or collecting sensitive documents from relevant government offices including third-country consulates; Liaises with mailroom staff to coordinate the receipt of GSO packages; Inputs purchase requests for items for the GSO section in the ILMS Ariba system.

**QUALITY CONTROL/SPECIAL PROJECTS: 20%**

Assists in tasks related to the greening initiative, including tracking impacts on supply usage, waste, and incurred costs; Coordinates with GSO Assistant to effectively communicate to the Consulate community ways in which to reduce waste or improve environmental consciousness; Also assists with other departmental initiatives including but not limited to cost-saving and efficiency improvement initiatives; Ensures the information on the GSO share point site remains current, including deleting, uploading, rearranging and editing any content that will ensure the site remains agile and user-friendly. Coordinates officer automobile registration and insurance process, providing timely information to officers and GSO staff.

**OTHER DUTIES AS ASSIGNED: 10%**

Back-up E2 administrator in the absence of the Travel Assistant; Follows up on urgent housing issues in the absence of the Housing Assistant; Inspects welcome kits before they are delivered to homes to ensure that all items are included and are in good condition to be utilized by incoming families; Escorts contractors as necessary to support the daily work of the section; Other duties as assigned

*\*\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.*

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education  
Graduation from secondary school (grade 12) required.
- b. Prior Work Experience  
Two years of administrative experience in an office environment in an international organization, government entity, or private business. Experience working in an English-language environment with English language documents is required.
- c. Post Entry Training  
Training in U.S. Government rules, regulations and procedures and post policies and procedures.
- d. Language Proficiency: Level III English (good working knowledge) is required. Level IV Vietnamese is required.
- e. Knowledge  
Computer literacy and knowledge of general office procedures.

Skills and Abilities: Must be meticulous and able to deal with copious data entry work. Must be able to work independently and under pressure. Good organization and planning skills as well as good communication skills, both oral and written are necessary.

**16. POSITION ELEMENTS**

- a. Supervision Received  
Directly supervised by General Services Officer.
- b. Supervision Exercised  
None

- c. Available Guidelines  
3 FAM for leave requirements and 14 FAM for travel regulations
- d. Exercise of Judgment  
Uses judgment when dealing with customer service issues and requests as well as when prioritizing office tasks
- e. Authority to Make Commitments  
None
- f. Nature, Level and Purpose of Contacts  
Contacts with other FSN staff and contract staff, vendors and American staff assigned to post.

Time Required to Perform Full Range of Duties after Entry into the Position  
Six months to one year.

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