

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST Hanoi, Vietnam	2. AGENCY Department of State	3a. POSITION NO.
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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 Three positions

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/Laborer, FSN-805	2		10/27/09
b. Other				
c. Proposed by Initiating Office	Warehouseman/Laborer, FSN-805	2		

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. MISSION U.S. Embassy Hanoi	b. Second Subdivision General Services Section
a. First Subdivision Management Section	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)

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.	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.
James Fairman 10/27/2009 _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	Williette D. Gooding 10/27/2009 _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Incumbent of this position will perform basic skills to perform manual labor work in and expendable or non-expendable supply warehouse. Typical duties include unloading, storing, removing, and delivering official USG property, supplies and equipment.

- 14. MAJOR DUTIES AND RESPONSIBILITIES** **100 % OF TIME**
- Unload incoming supplies, tools, parts, furnishings, appliances, and other equipment from containers, pallets or similar shipping conveyances.
 - Open boxes and crates, and sorts contents. Breaks down, stacks and bands packing material for disposal or reuse.
 - Using a handcart or other material-handling equipments moves new stock to temporary or permanent storage area. Places the new material in appropriate bin or bay within the storage area.
 - When instructed removes items from designated storage bin or bay; places items on pallet delivery truck or to the warehouse checkpoint. May deliver supplies to offices and residences.
 - May assemble or disassemble basic furniture and equipment prior to delivery or storage.

- Periodically checks storage bins for mixed stock or incorrect locations, or for potential safety of fire hazards. Notifies supervisor of any safety or fire hazard.
- Assists in conducting periodic inventories.
- Performs other related duties as directed, in support of the overall Mission.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
Completion of secondary school is required.
- b. Prior Work Experience
At least two years of experience in warehousing work.
- c. Post Entry Training
Will be shown where items are located, some limited stock control training will be provided.
- d. Language Proficiency: List both English and host country language(s) by level and specialization.
 - Level 2 English ability (Basic).
 - Level 4 Vietnamese ability (fluent).
- e. Knowledge
Basic knowledge of embassy structure is required.
- f. Skills and Abilities
Must be able to follow instruction and sort out large delivery orders, to identify and differentiate models, product numbers, and other equipment. Must take part in annual inventory, locating storage bins for mixed stock or incorrect locations. Must be able to communicate effectively with Embassy customers when making deliveries of goods and merchandise, making deliveries and pickups at various Embassy offices and residences

16. POSITION ELEMENTS

- a. Supervision Received
Direct supervised by the Warehouse Supervisor; indirectly by the General Services Officer responsible for Property and Supply.
- b. Available Guidelines
N/A
- c. Exercise of Judgment
Little required.
- d. Authority to Make Commitments
None.
- e. Nature, Level and Purpose of Contacts
None.
- f. Supervision Exercised
None.
- g. Time Required to Perform Full Range of Duties after Entry into the Position:
None.