

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. 97012250
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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. _____, _____ (Series) _____ (Grade)
 _____ (Title)

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 FACILITIES MANAGER	6		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) ASSISTANT FACILITIES MANAGER	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S.EMBASSY KAMPALA	a. First Subdivision MANAGEMENT OFFICE
b. Second Subdivision FACILITIES MAINTENANCE SECTION	c. Third Subdivision

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

This position serves as the Assistant Facilities Manager and oversees Post real property assets to ensure that they are maintained within acceptable US standards and in accordance with applicable policies, guidelines and regulations. Provides program management and administrative support to the Facilities Maintenance Section. Provides cleared American support to the section for access and control.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
Oversight and Management of Assets: (Duties and Responsibilities as listed)	40%
1. Oversees the real property assets to ensure that they are maintained within acceptable US standards by documenting the condition of facility components; compiling total maintenance and improvement requirements, compiling operation and maintenance capability in terms of manpower and materials; and planning project priorities to provide optimum service to State and tenant organizations.	

2. Acts as liaison with Embassy personnel of all levels and Executive Officers of other agencies at Post, including USAID, CDC, and DOD to facilitate support and maintain ICASS standards for all agencies.
3. Assists Facility Manager in all administrative matters in the daily operation of the Section including comprehensive program, subject, and personnel files. Provides quality review of personnel documents including position descriptions, evaluations, and training plans.
4. Position may be required to be on "stand-by" or "on-call" for coordination and authorization of requirements outside of normal duty hours, including recovery following utility interruptions
5. In the absence of the Facility Manager, provides all designated supervision, coordination and authorizations required to assure provision of effective maintenance services.

Program Management: (Duties and Responsibilities as listed)

40%

1. Develops and disseminates instructions and procedures involving Section operations and current policies in effect. Plans and develops systems, methods and procedures designed to provide greater efficiency and economy in the use of resources.
2. Manages programs for identification of short-term, long-term, and recurring maintenance and repair requirements for effective operation of Facilities Maintenance. Includes required periodic reports including the Annual Inspection Summary. With the Facilities Manager, develops financial planning and control of Section budgets.
3. Manages Green Programs for the Section, including utilities consumption, controls, and conservation.
4. Manages summary information, reports, and outstanding requirements pertaining to the OBO Intermediate Maintenance Assistance Program (IMAP).
5. Assists with management of space requirements for offices and functions at Post.

Cleared American Functions: (Duties and Responsibilities as listed)

20%

1. Cleared American functions including administration of access requests, electronic Country Clearances (eCC), security escort duties, and coordination of daily requirements as designated.
2. Approves purchase and control of equipment and materials, including all related security, property, and procurement functions.
3. Provides non-technical facilities maintenance support into Controlled Access Areas (CAA) including escort of personnel as authorized by RSO and the impacted offices.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
2 years university studies
- b. Prior Work Experience
Two years experience in maintenance, construction, program management, or administration involving customer contact or resources management.
- c. Post Entry Training
- d. Language Proficiency: List both English and host country language(s) by level and specialization.
Level 4 English ability (good working knowledge) is required.
- e. Job Knowledge
Must have a good working knowledge of Department of State and Foreign Service organization and policies.
Knowledge of facilities and facility requirements at an overseas State Department location such as an embassy or consulate.
- f. Skills and Abilities
Standard level keyboard and computer skills to include specialized software, database management, spreadsheets, etc. Must possess excellent written and oral skills in order to conduct training and drafting of materials and reports in the performance of duties. Ability to coordinate, prioritize and oversee multiple projects. Excellent interpersonal and communication skills. A self-motivated, flexible, resourceful, and service-oriented individual will excel in this position.

Must be able to obtain a Public Trust security clearance.

This position description in no way states or implies that these are the only duties to be performed by the incumbent .Incumbent will be required to follow any other instructions and to perform any other duties requested by his or her Agency.

16. POSITION ELEMENTS

- a. **Supervision Received**
Direct supervision from the Facilities Manager.
- b. **Supervision Exercised**
Assumes supervisory responsibilities of the absence of the Facilities Manager as designated.
- c. **Available Guidelines**
From the PASS/WOW Manuals, administrative instructions and staff Notices, SOP, Facility Manager's Handbook. 15 FAM 900, 15 FAM 800, OBO safety, health, environmental, and fire related materials, as well as any Post specific materials.
- d. **Exercise of Judgment**
As needed to prioritize operational and programmatic requirements for the Facilities Management Section.
- e. **Authority to Make Commitments**
Authorized to commit funds for the procurement of supplies and materials as designated.
- f. **Nature, Level and Purpose of Contacts**
Daily contact with American and LE Staff of all USG agencies at all organizational levels, contractors in the performance of duties, local and government officials. Contact with Overseas Buildings Operations officials in Washington.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position**
Six months.