



**SHIPPING/ CLEARANCE DUTIES:****30%**

Prepares and processes cargo clearance documents with customs, Uganda Revenue Authority (URA) and clearing agents. Manages the logistical activities required to have the goods delivered on time and safely; including coordination of shipping and clearing agents' actions. Processes vehicle transfers/registrations/de-registrations. Timely response to shipping agents and customers. Maintains OBO Kampala shipping records for accounts purposes and works with post Kampala's Financial Management Office to ensure; accurate accounts records for the section. Facilitates the clearance and delivery of Classified/Unclassified pouches.

**EXPEDITING DUTIES:****30%**

OBO Kampala's Arriving & Departing Temporary Duty Officers( TDYers):

Meets TDY personnel and other official visitors at the airport, receives their passports and baggage tags, assist them through immigration & assists with Visa challenges if any, identifies the baggage, processes it through customs and leads the visitors to their waiting vehicle.

"OBO Kampala VIP visitors:

Coordinates assigned visits from beginning to end. Prepares dip Notes to the MOFA, Requests for all necessary waivers through MOIA, VIP access through both MOFA & Entebbe international Airport VIP officials, and Tarmac Access through MOFA while closely coordinating with Aviation security. All these shall be processed through the official and approved processes to keep a diplomatic front for the U.S Embassy.

On the expediting D-day, coordinates for the receiving team to receive VIPs either at tarmac or in the VIP lounge, receives Passports and baggage tags from the control officer upon arrival and ensures the passports go through immigration. On departure, the expeditor receives the bags and passports in advance, checks in the VIPs in advance of their arrival at the airport to minimize time spent in the VIP lounge before boarding the plane.

Waits for wheels up and prepares a report to the supervisor after task is accomplished.

**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:**

Completion of Secondary School (both "O" and "A" level Education from an accredited institution is required

**b. Prior Work Experience:**

Three years' work experience in shipping, logistics, customs, or dispatching duties is required.

**c. Post Entry Training:**

On the job training:- OBO/CFSM/CM guidelines for filing ,Cash accounting and reconciliation, Smith Safe driver training (this will be given at the Embassy),ILMS Overseas Ariba Management training (approximately 3hours of Distance Learning-Course Code: PA387)Annual Ethics Training (Approximately 1hour Distance Learning - Course Code: PA454) and training on E2 Solutions for TD.

**d. Language Proficiency:** *(List both English and host country language(s) proficiency requirements by level and specialization)* Level III (Good Working Knowledge) speaking/reading/writing of English is required. This will be tested.**e. Job Knowledge:**

A good understanding of local customs/shipping regulations and procedures is required. Knowledge of local traffic rules, regulations and patterns, should be well versed with local driving routes. Basic knowledge in vehicle safety and maintenance procedures, knowledge of the U.S. Embassy's driving instructions, laws and regulations. Knowledge of office procedures, record keeping and filing systems.

**f. Skills and Abilities:**

Ability to use Microsoft suites (outlook, word and excel), possession of a valid class B, DL & CM driving permit and ability to safely operate passenger and light cargo motor vehicles. Ability to follow instructions, good communication skills, able to work in a multi-cultured environment. Should be flexible and able to work long hours/weekends when required.

**16. POSITION ELEMENTS****a. Supervision Received:**

Reports to the Senior Administrative Assistant.

**b. Supervision Exercised:**

None

**c. Available Guidelines:**

Local motor vehicle code and procedures; motor vehicle and safety guidance issued by GSO. OBO Project Policy. Embassy guidelines on expediting, vehicle usage and operations along with OBO/CFSM/CM guidelines for filing and Cash accounting and reconciliation, OBO notices and bulletins and the OBO/CFSM/CM Guidebook; Embassy administrative notices and bulletins.

**d. Exercise of Judgment:**

The Incumbent will be the expert in matters pertaining to shipping and expediting. H/she will have discretion in prioritizing his/her tasks according to what he/she deems most critical and in the best interest of the project.

**e. Authority to Make Commitments:**

None

**f. Nature, Level, and Purpose of Contacts:**

Works with Post GSO for Expediting and Shipping Procedures and ensures proper, timely, and effective maintenance work on official vehicles. Coordinates with Post Procurement and FMC sections to place procurement orders and report on financial accounting matters. Regular communication with the Senior Administrative Assistant and the Project Director for receiving instructions and advice. Contacts customs and clearing agents for shipments clearance matters. Meets OBO-Washington visitors (TDYs) at the airport for support purposes.

**g. Time Expected to Reach Full Performance Level:**

6 Months