

Major Duties and Responsibilities

Supervises the Property Unit, Supply Room and the Warehouse. Supervises 10 LE Staff. The Incumbent is also responsible for writing the annual performance evaluation of his subordinates, and schedules annual leave within the unit.

Directs the ordering, receipt, storage, issuance, maintenance, and the recording and control of expendable supplies, non expendable property, and the general operation of the expendable supply room and warehouse.

Directs the overall management of the Embassy warehouse to ensure that furnishings, furniture, and equipment are stored in an orderly manner, and that items are properly cataloged, recorded and segregated.

Supervises the requisition of expendable supplies, office and residential furniture and equipment. Directs the inspection and initial operation of property and supply shipments received at post, including preparation of receiving and inspection reports. Directs the preparation of all correspondence and reports on supply matters.

Ensures the entries are properly being registered in the Stock Control Program, and the Nonexpendable Property Application (NEPA). Directs the maintenance of records and inventories, manages the control system for Nonexpendable (NEPA) and expendable properties (Stock Control) so that inventories are performed according to regulations, items are replaced when necessary, and minimum stock levels are on hand. Reconciles stock and property records with inventory counts. Directs the maintenance of stock and property records reflecting the inventories of household furnishings and equipment at the STGL and GO properties occupied by foreign service personnel. Ensures these inventories are up to date and signed by all the responsible personnel. Directs the inspection, inventory, and reconciliation of furnishings and equipment in the custody of American Personnel when employees are transferred. Determines and collects the cost of any damage done to the property.

Supervises the correct furnishing of all residences under the ICASS agreement. This consists in selecting the pieces of furniture, ordering the re-polishing, reupholstering, washing and overall refurbishing of furniture and equipment, the appropriate layout inside the residence and final inventory of all items. Also, designs layout office furniture for the Embassy sections, contact the vendors, submits cost reports to the GSO & B&F for approval, and final receiving of the furniture and equipment. Exercises quality control during furnishing of residences and offices.

Directs replacement and excess property disposal according to regulations. Coordinates excess property sales and transfers, and oversees the mission's auction sales. In connection with annual and other routine inspections, ensures that old and damaged residential and office furniture and equipment are replaced.

Directs and conducts preparation of annual budget submissions for all nonexpendable and expendable

Property in accordance with regulations. Works for the Wish List Committee in compiling all requests, organizing a master list, proposing the priorities and getting quotations and estimates for the committee. purchasing decisions are made based on the results of this duty