

## Major Duties and Responsibilities

1. Screens and evaluates properties in accordance with USG and Mission policies and regulations for possible USG occupancy or use. Uses realtors, developers, newspaper advertisements, and other personal contacts and sources of information and search for new resources that could be useful for realty search. Identifies suitable properties, measures the units and coordinates Maintenance and Security inspections. Keeps track of properties evaluated and maintains a data base with all the information related to houses available in market .
2. Assists in drafting new lease contracts, contract modifications for lease extensions, lease renewals, lease terminations, and other documents, all in accordance with USG policies and regulations. As required, prepares lease-waiver cables to OBO, and also drafts all official and legal correspondence to landlords.
3. Evaluates initial, follow up and final inspections of newly-leased and renewed properties, and makes sure landlords accomplish to complete all USG-required repairs, modifications, and upgrades (painting, carpets, curtains, security grills, electrical and plumbing systems, etc.), prior to occupancy, and contacts them when they are not complying to the agreement or timing in accordance to the turn-over calendar. Follows up with Maintenance and Property sections to ensure that necessary repairs, additions and renovations are undertaken in a satisfactorily and timely manner. Incumbent requests final security inspections and approvals prior to the occupant's move-in date.
4. Briefs new arrivals of all agencies about Mission housing policies. Makes sure periodic inspections are done to residences to ensure that occupants are maintaining them in accordance with regulations, advising the occupants of work to be done, repairs, or cleaning they will be responsible for taking care of or paying for before they are cleared for departure from post, and ensures they are carried out or paid for.
5. Assists and advises the four Mission agencies that sign private-lease contracts for residence and office space (LQA), reviewing their contracts, recommending changes as appropriate, and measures properties in accordance with 15 FAM Standards and USG & Mission policies. Makes sure they follow the housing procedure: asking for Security and SHEM inspections; sending official request to the IAHB for approval and asking for a final inspection approval for occupancy; all of it concluding with the appropriate submission of a copy of the lease.
6. Evaluates furniture arrangement and general condition, based on property size, wall, curtain and carpet colors, and family composition. Advises Property in placing of furniture. Follow-up with all concerned personally, in writing, and by telephone, and makes frequent in-person inspections of the residences to see that required work is completed correctly and on time.
7. Responsible of maintaining the Web PASS system up to date and to submit periodic reports to OBO, as required. The incumbent is the daily responsible for the accurate and timely data entry.
8. Performs periodic market surveys and creates written reports to be filed for the section's usage.
9. Receives and distributes personal bills (water, electricity, telephone, cable and internet) for occupant and/or government payment (official bills). Handles claims to utility companies when service is interrupted and coordinates prompt repair between the service provider, landlord and occupant. Drafts correspondence requesting housing and Mission IVA (VAT) tax exemptions, and makes billing adjustments to reflect such savings as necessary. Researches unusual and/or high consumption with occupants and service providers to determine cause and performs appropriate follow up until the problem is resolved. Assists Embassy employees with initial and final arrangements for personal cable and internet service connections.
10. Performs other duties as assigned by the General Services Officer and the Realty Assistant.

