



**Solicitation is open to:** Afghan Nationals Only  
**Position Title:** Property Operations Assistant  
**Type of vacancy:** Single  
**Opening date:** October 18, 2015  
**Closing date:** October 29, 2015  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-07  
**Vacancy announcement** USAID/306/16/05/OM

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as **Property Operations Assistant** under a personal services contract, as described in the attached solicitation.

#### **BASIC FUNCTION OF THE POSITION:**

The Property Operations Assistant is responsible for the overall operations of the Property Management Section and its resources. Directly or indirectly incumbent supervises all six (6) property management staff. Ensures that all the United State Government (USG) property is received, stored, distributed, and disposed of according to regulation and that all property documentation is accurate and up-to-date. Acts as USAID Property Manager for the large New Jersey off-site Embassy warehouse compound. Coordinates and liaises with other Embassy sections and is the main point of contact for customer service issues for American and Local Employed Staff (LES).

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

New Jersey Warehouse Property Management:

Responsible for the overall management of the USAID/Afghanistan property stored at the New Jersey Embassy/ICASS off-site warehouse complex. Ensures that USAID/Afghanistan containers stored on the compound are organized, clean, and maintained to establish ICASS Standards, and are placed in the space allocated for USAID/Afghanistan. Has the authority to direct non-property staff regarding all issues related to management of USAID property located at the New Jersey warehouse compound.

Property Management:

- Has primary responsibility for coordinating the activities of all the subordinate Property Management sections.
- Ensures all property transactions are according to USG rules and regulations.
- Spot checks inventories and recordings in all Property Management storage facilities.
- Is responsible for safeguarding all resources and properties from mismanagement and abuse.

- Overall leader of the Property Management Section and direct interface to the D/Executive Officer (D/EXO).
- Supervises the Mission's personal Property Management Program and is responsible for the overall operations of the Property Management Section and is in charge of the general management of Property Management Section resources.
- Is responsible for coordination and allocation of resources in the Property Management Section for economic and efficient utilization.
- Supervises and inspects all Property Management operations from receiving to disposal of property.
- Ensures that personal property is accounted for appropriately; ensures that Property Management personnel are maintaining property records.
- Develops and revise Standard Operational Procedures for the Mission's Property Management as required.
- Advises the Deputy/EXO in determining appropriate disposal method, e.g., sale, transfer or destruction of USG property.
- Supervises disposal and destruction of USG property.
- Manages receipts, issuing, custody, storage, record keeping, usage, maintenance, survey, disposal and inventorying of expendable and non-expendable property.
- Ensures that stock levels are tracked and procurement requests are initiated to maintain stock levels needed for the smooth operation and maintains control of stock inventory to insure the total investment is kept to a minimum consistent with Mission needs.
- Performs strict follow-up on Property Management procurement requests to ensure timely delivery of requested items.

#### Supervision:

- Acts as liaison for the Property Management Section in communicating and reporting schedules, performances, and other issues pertaining to the Receiving, EXP Supply, NXP Property, and Asset Management (BarScan).
- Supervises, evaluates and reports performances of the Property Clerks, Supply Clerks, and Warehouse Men.
- Ensures all safety measures are implemented and updated regularly at Property storage facilities.
- Make sure that all Property Management staff wear safety gear as required.
- Coordinates both local and overseas training for all LES employees in Property Management, in conjunction with the Deputy/EXO and unit supervisors.

#### Other Administrative Duties:

- Reports accidents, illness or injuries to the POSHO and other appropriate officials and completes correct forms as required.
- Maintains property maintenance/repair/disposal schedules and ensures that property disposal actions are proper and in accordance with USG regulations.
- Represents Property Management Section in Embassy General Services Office (GSO) meetings.
- Liaises with Embassy Housing Unit and Facilities and Maintenance Units on matters concerning USAID/Afghanistan consolidated property for reporting purposes.

## QUALIFICATIONS/EVALUATION CRITERIA:

**Education:** A completion of two years college diploma education in Office Administration, Management, Warehousing and storekeeping or a related property management field is required.

**Experience:** Minimum of seven (7) years of experience in warehousing, inventory and property management. An additional one year experience in supervising subordinate staff in any field is required.

**Language Proficiency:** Level IV (Fluent) speaking/reading/writing of English language and Level III (Good working Knowledge) speaking/reading of Dari and/or Pashto is required.

**Job Knowledge:** Knowledge of administrative procedures governing all aspects of Personal Property management, including accepted warehousing procedures and operations, and warehousing tools and equipment. Must have knowledge of stock replenishment principles and use this knowledge effectively to maintain stock levels and recommend procurement of new items.

**Skills and Abilities:** Ability to interact with Afghans and American contacts and customers. Ability to supervise staff effectively and without conflict; to set priorities; to closely follow instructions; set, maintain and follow schedules; must be able to prepare stock replenishment requests for EXO approval at least twice per year to maintain required stock levels.

## HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a **Subject line: Property Operations Assistant (OM1605)**

**ANY/ALL application submissions after the closing date of October 29, 2015 will not be considered.**

## REQUIRED DOCUMENTS:

1. Cover memo/email outlining your qualifications and experience against the selection criteria.
2. Application for Employment (AE) as a Locally Employed Staff (DS-174)  
[http://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html)  
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. A current resume or a curriculum vita that provides the same information found on the DS-174 form.

**(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS-174 will be required in order to advance in the process.)**

## Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female candidates are strongly encouraged to apply.
- Ø Applications submitted as RAR file will not be accepted by the system

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY