

13. BASIC FUNCTION OF POSITION

Maintain and update schedule for cleaning and preparation of 300 housing units consisting of apartments and "hooches" (shipping containers). Coordinate placement of linens and/or kitchen items in these units prior to occupant arrival. 50%

Assist
~~Back up~~ principal GSO Housing Assistant in booking hooch rooms in response to requests from different sections and agencies in the embassy. 20%

Maintain and track lease files for ten leases. Ensure that leases are renewed within the appropriate time frame and that payments are made. Serve as liaison to landlords on any questions regarding these leases and properties. Maintain the Office of Overseas Building Operations' (OBO) Real Property application software for properties and leases. 15%

Liaison with neighbors regarding property issues. Preparation of diplomatic notes regarding property issues.

Assistance to contractors looking for housing. Liaison with the Office of Overseas Buildings Operations on sale or lease of properties. 15%