

Position Description- Shipment Coordinator

Basic Function

The incumbent of this position is responsible for performing a variety of operational and administrative services in support of U.S. Mission's Shipment and Customs Clearance. Arranges for and facilitates the incoming and outgoing shipment and customs clearance of the household and personal effects, and other property of U.S. citizen personnel and of U.S. Government equipment and supplies. As the Government Technical Monitor (GTM) for the Shipping and Packing Contract, works closely with the contractor's staff, monitors performance of Shipping and Packing Contractor and provides guidance as needed.

Major Duties and Responsibilities

Performs necessary arrangements for clearing customs and shipping (air and surface transportation) for U.S. Mission Kathmandu. Arranges for and facilitates incoming and outgoing shipment and customs clearance of private property and U.S. Government property. Arranges for the pick-up, customs clearance, storage or delivery, and unpacking of incoming shipments. Meets incoming personnel and accompanies outgoing personnel at the airport to facilitate and expedite customs clearances. Advises departing personnel of their entitlements under applicable agency regulations and of customs regulations and requirements and related matters. Arranges for pick-up, packing, shipment, and customs clearance of outgoing private and U.S. Government property. Maintains positive working relationships with US Consulate in Calcutta for incoming and outgoing shipments. (40%)

Maintains contacts with working level personnel of shipping, packing, and transfer companies and of host country customs and other government offices to facilitate shipment and customs clearance and related matters. Reviews shipment, packing and local transfers' company bills and complaints concerning them and makes recommendations on these matters to supervisor. Process property claims for lost and damaged property of US Mission employees. Reviews work orders and invoices for incoming and outgoing surface shipment and inform US Consulate, Calcutta. Process all exemption letters and necessary documents to the Ministry of Foreign Affairs, the Department of Customs and expedite customs clearance of all incoming and outgoing personal, official and project shipments consigned to be ordered by US Mission Kathmandu. (20%)

Coordinates the activities of customs and shipping clearance within the offices in the Mission's Strategic Objectives (SOs), Front Office, Program Office, Financial Management Office and Projects. Also coordinates with section offices and contractors for customs clearance and forwarding of incoming Project commodities and equipment. Clears POVs and all incoming official, personal, and most project airfreight. Clears packages sent through the Foreign Post Office. Assists contractors in the shipment and customs clearance of all property as necessary by following and assisting with documentation. Coordinates and reviews the processing through the GON Ministry of Foreign Affairs, the Department of Customs and the Department of Commerce

of necessary documents for expeditious customs clearance for incoming and outgoing shipments. (20%)

Serves as the Government Technical Monitor (GTM) for the Shipping and Packing Contract, Assists the COR in monitoring the work performance of Shipping and Packing Contractor and provide guidance if needed. (10%)

Maintains contacts with GON staff and staff of other relevant organizations. (Foreign Ministry, Department of Customs, Airlines Cargo Office, packing/forwarding company etc.). Process property claims for lost and damaged property of US Mission employees. Reviews work orders and invoices for incoming and outgoing surface shipments and inform US Consulate, Calcutta. Assists US Mission, U.S. citizen personnel and Partner Organizations and its staff regarding customs clearance, inspection and obtains required approvals. 10%

Performs other duties as assigned.