



# PROMOTION and REASSIGNMENT OPPORTUNITIES

*VARO & OPC, Manila, Philippines*

ANNOUNCEMENT NO.: [2012-10](#)

POSITION : Administrative Assistant  
LS-0304-7/9, Target 9  
[1 Full-time permanent position](#)

LOCATION : Social Security Administration Division  
Regional Office & Outpatient Clinic, Manila

SALARY RANGE : P 364,507 to P 813,931 per annum

OPENING DATE : **December 12, 2011**

CLOSING DATE : **December 19, 2011**

AREA OF CONSIDERATION : **Philippine local residents only.**

The current referral certificate for this position was cancelled due to a missing essential element/ skills of fluency in Tagalog thus, it was decided by management to re-announce this position. Previous applicants need not apply, your application will be considered for this announcement.

## **MAJOR DUTIES AND RESPONSIBILITIES**

The Incumbent serves as Administrative Assistant to the Regional Federal Benefits Officer (RFBO) for the East Asian and Pacific Region and the Chief, SSA Division (SSAD), U.S. Department of Veterans Affairs Regional Office in Manila (VARO-Manila). Provides administrative support in responsibilities for personnel management, budget administration, procurement, contract transactions and other related activities covering all facets of the federal benefits program in the region. Maintains working relationships with the divisions of the VA Manila Regional Office, with the consular sections, primarily the American Citizen Service Branch of the U.S. diplomatic and consular posts in the East Asian and Pacific Region and in some of the countries in South Asia, and with key contacts in the U.S. military installations. Screens all of the Chief's incoming calls and visitors, answering most inquiries and completing most business involving established policy or routine matters; screens all publications, directives and periodicals from SSA, VA, OPM and IRS; develops material or searches files for background information and ensures that requests for action of information are made known to responsible staff officials in the absence of the Chief.

## **QUALIFICATION REQUIREMENTS**

The applicant must have a minimum of one year specialized experience equivalent to LS-5 to qualify for the LS-7 level or one full year of graduate level education. To qualify at the LS-9 level, one year specialized experience at the LS-7 level is required or completion of a related masteral degree. Specialized Experience is experience that has

equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the positions, and that is typically in or related to the work of the position to be filled. Specialized experience must document knowledge of claims analysis and adjudication; principles and entitlement provisions of life and disability insurance plans or pension and compensation; and familiarity and the ability to apply the principles of domestic relations, descent and distribution, and admissibility of evidence to specific claims. Employees who are applying must have held their current position with at least 90 days from the closing date of the announcement (Circular 25-10-01).

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: *Candidates will be required to address the following KSAs during the selection/interview process:***

(RATING FACTORS ARE USED DURING THE SELECTION PROCESS ONLY! )

Factor 1: Knowledge of international policy; claims entitlement requirements; Social Security Systems; laws relating to birth, marriage, divorce, inheritance, adoption, legitimization of children, and relationship;

Factor 2: Knowledge of social insurance and banking provisions for countries throughout the Asia Pacific Rim;

Factor 3: Ability to meet deadlines and work under pressure;

Factor 4: Skills in English and Tagalog (fluent) oral and written communication.

Factor 5: Skill to operate a computer and the ability to type a minimum of 40 words per minute.

**HOW TO APPLY**

**Applicants must complete and submit the following documents:**

- Covering letter that describes the applicants' eligibility and qualification and knowledge, skills and abilities that the applicants possess.
- An Optional Form (OF) 612 or a resume. If a resume is used, it must contain all information required in the OF-612. Any other documentation (copies of diploma, transcript of records, licenses, copy of awards) that addresses the qualification requirements of the position as listed above.
- VA Form 5-4078, Application for Promotion or Reassignment, indicating the position series and lowest grade level for which you wish to be considered (for VA Manila and Manila Mission employees only);
- VA Form 5-4667b, Supervisory Appraisal of Employee for Promotion **or** a copy of the latest JF-50/EPR - Employee Performance Report (for VA Manila and Mission employees only).
- Applications should be addressed and mailed to U.S. Department of Veterans Affairs Human Resources, Room 3E09 1501 Roxas Boulevard 1302 Pasay City, Philippines or E-mail: [HRM.VBAMPI@va.gov](mailto:HRM.VBAMPI@va.gov) (please send as Word/PDF attachment). For more information pertaining to this announcement, please call 550-3970.

- Applications must be received and stamped in by the Human Resource office no later than 4:30 p.m. on the closing date, **December 19, 2011.**



5-4078.dot



5-4667b.dot



OF-612.doc

Click the attached application forms.

### **SELECTION PROCESS**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is Essential that the candidate address the required qualifications above in the application. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. U.S. citizen applicants must attach a copy of their Alien Certificate of Registration, Immigrant Certificate of Residence or a Certificate of recognition as a dual citizen to be considered eligible for the position.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Department of Veterans Affairs is an equal opportunity employer. Actions to fill this position will not be based on discriminatory factors that are prohibited by law. Selection will be made without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical handicap, age, membership or non-membership in an employing organization, personal favoritism or other non-merit factors.

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**NICK PAMPERIN**  
Assistant Director