



PROMOTION and REASSIGNMENT OPPORTUNITIES

VARO & OPC, Manila, Philippines

ANNOUNCEMENT NO.: [2012-14](#)

POSITION : **Staff Nurse**
LS-0610- 7/9, Target 9
(1 or more Part time permanent and
1 or more Full-time permanent position)
***This position is budgeted under the**
Local Compensation Plan

LOCATION : **United States Department of Veterans Affairs**
Outpatient Clinic/ Professional Services Division
Manila Regional Office & Outpatient Clinic

SALARY RANGE : **P382,034 to 582,179 per annum for Part time position**
P363,904 to 836,069 per annum for Full time position

OPENING DATE : **April 25, 2012**

CLOSING DATE : **May 10, 2012**

AREA OF CONSIDERATION : **Current Employees of the Mission with**
yellow badge only (U.S. Embassy, Manila)

MAJOR DUTIES AND RESPONSIBILITIES

Provides quality patient care in the ambulatory care setting using the nursing process and current standards in practice and documentation. Responsible for providing care that contributes to the promotion and maintenance of health, prevention of disease, rehabilitation to optimal levels of functioning and supportive measures. Screens the daily caseload of patients and carries out orders for treatment as deemed necessary by the medical staff. Demonstrates the ability to work effectively with patients, families and significant others; with professional and administrative personnel who provide patient care and with members of other services. Ensures patient safety and initiates effective actions in emergencies. Participates in health education activities for patients, families and other personnel.

QUALIFICATION REQUIREMENTS

For LS-7, completion of professional nursing program. For LS-9, 2 full years of progressively higher graduate level education or a master's or equivalent degree or 1 year experience equivalent to at least the LS-7 level. Mission employees who are applying must have held their current position with at least 90 days from the closing date of the announcement (USDVA 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: Must have a college degree in Nursing. Must be a registered/licensed Nurse.

Factor 2: Level 3 (Good Working Knowledge) Speaking/Reading English and Level IV (Fluent) Speaking/Reading Tagalog language is required.

Factor 3: Must have demonstrated working knowledge in emergency preparedness, basic physical examination, CPR, and use of medical equipment and tools. Must have demonstrated ability to use computers in office setting.

Factor 4: Must possess basic nursing skills, such as vital signs measurement, injection administration, and bedside nursing care. Must possess excellent interpersonal skills. Must have demonstrated ability to effectively accomplish tasks requiring a high degree of accuracy and attention-to-detail.

Factor 5: Must have demonstrated the ability to work quickly and accurately under continuing pressure and extended hours. Must have demonstrated the ability to set priorities and make mature, considered judgments.

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 (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, **May 10, 2012.**

SELECTION PROCESS

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses 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.

/s/

Nick Pamperin
Assistant Director