

ANNOUNCEMENT NUMBER: 2015-J003

- OPEN TO:** All Interested Candidates / All Sources
- POSITION:** Admin Aide III/ SG-3
(This position is budgeted for Philippine Government Compensation Plan & Non-US Direct Hire Employee)
- OPENING DATE:** 14 September 2015
- CLOSING DATE:** 28 September 2015
- WORK HOURS:** Full-time; 40 hours/week
- SALARY:** Php 124,812.00 per annum (Basic rate is still exclusive of other benefits such as bonus, PERA, ADCOM and other benefits given to Philippine Government Employees.)

The Joint US Military Assistance Group-Philippines (JUSMAG-Phil) is seeking an individual for the position of Admin Aide III. This is an Armed Forces of the Philippines position detailed in JUSMAG-Phil.

BASIC FUNCTION OF THE POSITION

Responsible for the preparation of Invitational Travel Order for the JUSMAG-Phil Security Unit personnel. Serves as the assistant for the Senior U.S. Mail Clerk and runs errands for all incoming and outgoing communication and official mail and packages. Drafts memos, letters and other correspondence addressed to the Armed Forces of the Philippines (AFP). Handles a variety of situations and conflicts on schedules; requires use of initiative to determine most effective and efficient approach to be taken or methods to use. Receives and screens official calls and visitors, refers them to the appropriate office, or conveys messages received during their absence. When able, handles situation personally or arranges with other staff members to determine best course of action. Performs other tasks as assigned.

QUALIFICATIONS REQUIRED

All applicants must address such selection criterion detailed below with specific and comprehensive information supporting each item.

1. Any bachelor's degree course.
2. Fresh graduates may apply.
3. Must have demonstrated ability to effectively accomplish task requiring a high degree of accuracy and attention-to-detail. Must have demonstrated the ability to set priorities and make mature, considered judgments.
4. Ability to use basic office equipment and Microsoft Office Suite software is required.
5. Must be **Civil Service Eligible**.
6. Level 4 (Fluent) Speaking/Reading English and Tagalog language is required.

SUBMIT APPLICATION TO:

JUSMAG-Philippines

C/O US Embassy Manila

1201 Roxas Boulevard, Ermita Manila

Telephone: (632) 301-2000 ext. 6328

Fax: (632) 301-2491/2429

Attention: Human Resources/Admin Section (Indicate Vacancy Announcement Number)

E-mail: jusmagph.rm1@gmail.com (Indicate Vacancy Announcement Number in the subject. Please send as Microsoft Word, Adobe PDF, or JPEG attachment)

CLOSING DATE FOR THIS POSITION: 28 September 2015

JUSMAG-Phil provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

APPENDIX A

If an applicant is submitting a resume or curriculum vitae, he/she must provide the following information:

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address and Cell phone numbers
- H. Days available to work
- I. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, Agency, Position, & Location)
- J. Education
- K. License, Skills, Training, Membership, & Recognition
- L. Language Skills
- M. Work Experience
- N. Reference