

ANNOUNCEMENT NUMBER: 2014-J009

- OPEN TO:** All interested Candidates / All Sources
- POSITION:** Admin Aide VI
(This position is budgeted for Philippine Government Compensation Plan & Non-US Direct Hire Employee)
- OPENING DATE:** June 23, 2014
- CLOSING DATE:** July 05, 2014
- WORK HOURS:** Full-time; 40 hours/week
- SALARY:** Php 155,052.00 per annum (Basic rate is still exclusive of other benefits such as bonus, PERA, ADDCOM and other benefits given to Philippine Government Employees.)

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

BASIC FUNCTION OF THE POSITION

Perform secretarial and clerical duties in support of the Chief Joint Operations Division. Responsible for daily internal operations of the operations section of JUSMAG Philippines ensuring that clerical and administrative work of the officers are accomplished effectively, efficiently and promptly in accordance with established clerical procedures. Must compose and prepare correspondence on operations when required. Provide clerical and typing assistance to other section officers as necessary. Prepares correspondence into from handwritten or rough drafts which include messages, official letters, memoranda, trip reports, TDY forms, leave forms and travel vouchers and sub-vouchers. Ensures that the finished product is in proper U.S. Army format, spelling and grammatically correct. Makes hotel reservations for the Operations Personnel and incoming visitors. TDY personnel, etc. to include Department of Defense officials from higher headquarters. Receive official and unofficial visitors which include U.S. and Philippine Government officials as well as U.S. Military and civilian personnel. Receive and screen telephone calls, refer them to the proper office or accept them and relay messages received during officer's absence. Place phone calls, both local and overseas as directed. Performs various clerical tasks to include document reproduction and collation, preparation of briefing materials and serve as messenger for operations officers.

QUALIFICATIONS REQUIRED

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

1. 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 details. 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:

JUSMAGPHIL

1201 Roxas Boulevard, Ermita Manila

Telephone: (632) 301-2000 ext. 6328

Fax: (632) 301-2491/2429

Attention: Admin/Resource Management Office (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 THE POSITION: July 05, 2014

JUSMAG 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 to Work
- E. First, Middle and Last Names and any other names used
- F. Date and Place of Birth
- G. Current Address and Cellphone numbers
- H. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- 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/s
- N. Reference/s