

ANNOUNCEMENT NUMBER: 2014-0004

OPEN TO: All interested Candidates / All Sources

POSITION: Admin Aide III/ Supply Clerk
(This position is budgeted for Philippine Government Compensation Plan & Non-US Direct Hire Employee)

OPENING DATE: March 03, 2014

CLOSING DATE: March 15, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: ₱ 124,812.00 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, U.S. Embassy in Manila is seeking an individual for the position of Admin Aide III/ Supply Clerk. This is an Armed Forces of the Philippines position detailed to JUSMAG.

BASIC FUNCTION OF THE POSITION

Receive, inspect and inventory supplies and equipment received from warehouse, checking for accuracy of required information, e.g., stock numbers, nomenclature and authorization. Load/unload and secures the received equipment and supplies until required and/or requested for distribution. Receive, review, prepare and edit requests for supplies and equipment. Issues and delivers required supplies and equipment to the requesting personnel and/or office and issue the necessary and corresponding documents. Prepares turn-in documents for supplies and equipment and verify the status of each equipment. Maintains automated supply system for accounting of organizational supplies and equipment. Conducts periodic inventories among personnel to verify and/or reconcile discrepancies in issued equipment against general list of inventory. Prepare items for mail or package delivery and track shipping of these items.

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-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. Knowledge of terminology in the construction industry is required.
5. Must be Civil Service Eligible. 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. 6329

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: March 15, 2014

JUSMAG provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, odor, 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 any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening and Cellphone numbers
- H. Special Accommodations the Missions needs to provide (Yes or No; if yes, provide explanation)
- I. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- J. Days available to work
- K. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, Agency, Position, & Location)
- L. Education
- M. License, Skills, Training, Membership, & Recognition
- N. Language Skills
- O. Work Experience
- P. Reference