ANNOUNCEMENT NUMBER: 2014-005

OPEN TO: All interested Candidates / All Sources

POSITION: Shipment Clerk

OPENING DATE: 16 April 2014

CLOSING DATE: 30 April 2014

The Joint US Military Assistance Group (JUSMAG)-Philippines is seeking an individual for the position of Shipment Clerk.

BASIC FUNCTION OF THE POSITION

Responsible for facilitating the tax and duty free importation and exportation of official shipments/cargoes of military agencies under the provisions of Visiting Forces Agreement. Handles certificates of tax exemption and other documents for submission to the Department of Foreign Affairs in order to customs clear the shipments at the Ninoy Aquino International Airport and at the different sea ports. Coordinates with the customs brokers on the release of each shipment and delivery to ultimate destination. Liaises with the Department of Foreign Affairs, the Department of Finance and the Bureau of Customs as required in the customs clearance of the shipments.

QUALIFICATIONS

1. At least Two (2) years College Level coursework with a minimum of Three (3) years of Customs and Shipping related experience, or College graduate student in Shipping, Customs, or Logistics-related field of study.
2. Two-year experience in importation/exportation and shipping procedures and other related field.
3. Knowledge in the customs clearance procedure on importation and exportation of shipments.
4. Level 2 English is required.
5. Must exercise tack and diplomacy in dealing with contacts, customers, contractors/brokers, etc.
6. Must know how to use MS Word, Excel, PowerPoint, Internet and others.
7. Level 1 typing 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 IS ON 30 APRIL 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