

**MEMORANDUM**

05 February 2010

TO: ALL DOE EMPLOYEES/APPLICANTS

FROM: E. L. BALAOING  
Human Resource Management Division

SUBJECT: ANNOUNCEMENT OF VACANT POSITION

We are inviting qualified applicants to apply for the vacant position listed in the attached sheet. Interested applicants must submit their application letters together with their updated personal data sheets (PDS) and recent photo to the Human Resource Management Division on or before **15 February 2010**.

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***VACANT POSITION***

*REGION 13: AGENCY: DEPARTMENT OF ENERGY*  
*POSITION: **ADMINISTRATIVE AIDE IV (MECHANIC I)***  
*PLACE OF ASSIGNMENT: GENERAL SERVICES DIVISION*  
*ITEM NUMBER: OSEC-DOEB-ADA4-16-2006*  
*SALARY GRADE: 4*  
*QUALIFICATION STANDARDS:*  
*EDUCATION: HIGH SCHOOL GRADUATE OR COMPLETION OF*  
*RELEVANT VOCATIONAL/TRADE COURSE*  
*EXPERIENCE: NONE REQUIRED*  
*TRAINING: NONE REQUIRED*  
*ELIGIBILITY: MECHANIC (RELEVANT MC 11, S. 1996- CAT. I)*