

ANNOUNCEMENT OF VACANT POSITIONS

WE ARE INVITING QUALIFIED APPLICANTS (INCLUDING DOE NEXT-IN-RANK EMPLOYEES) TO APPLY FOR THE VACANT POSITIONS 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 08 MAY 2008.

ONLY THOSE WHO FILED THEIR APPLICATION LETTERS WILL BE CONSIDERED TO THESE VACANT POSITIONS.

VACANT POSITIONS

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **SUPERVISING ADMINISTRATIVE OFFICER (HUMAN RESOURCE MANAGEMENT OFFICER IV)**
PLACE OF ASSIGNMENT: HUMAN RESOURCE MANAGEMENT DIVISION
ITEM NUMBER: OSEC-DOEB-SADOF-9-2006
SALARY GRADE: 22
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: THREE (3) YEARS OF RELEVANT EXPERIENCE
TRAINING: SIXTEEN (16) HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **SCIENCE RESEARCH SPECIALIST II (4 vacancies)**
PLACE OF ASSIGNMENT: ENERGY COOPERATION AND COORDINATION DIVISION,
GEOSCIENTIFIC RESEARCH & FUEL TESTING &
LABORATORY
DIVISION
ITEM NUMBER: OSEC-DOEB-SRAS2- 23, 115, 89, 90-2002
SALARY GRADE: 16
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE
TRAINING: FOUR (4) HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **SCIENCE RESEARCH SPECIALIST I**
PLACE OF ASSIGNMENT: POLICY FORMULATION AND RESEARCH DIVISION
ITEM NUMBER: OSEC-DOEB-SRAS1-16-2002
SALARY GRADE: 13
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **ADMINISTRATIVE OFFICER II**
PLACE OF ASSIGNMENT: GENERAL SERVICES DIVISION
ITEM NUMBER: OSEC-DOEB- ADOF2-25-2006
SALARY GRADE: 11
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **ADMINISTRATIVE AIDE III (Driver I)**
PLACE OF ASSIGNMENT: ENERGY RESEARCH TESTING AND LABORATORY
SERVICES
ITEM NUMBER: OSEC-DOEB- ADA3-23-2006
SALARY GRADE: 3
QUALIFICATION STANDARDS:
EDUCATION: HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT
VOCATIONAL/
TRADE COURSE
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: NONE REQUIRED, CSC MC # 11, s. 1996 (CATEGORY II)

28 April 2008