

ANNOUNCEMENT OF VACANT POSITIONS

ATTACHED IS THE LIST OF VACANT POSITIONS FOR FILLING-UP. INTERESTED APPLICANTS ARE REQUESTED TO SUBMIT THEIR APPLICATION LETTERS TOGETHER WITH THEIR UPDATED PERSONAL DATA SHEETS (PDS) OR COMPREHENSIVE RESUME WITH RECENT ID PICTURE TO THE HUMAN RESOURCE MANAGEMENT DIVISION ON OR BEFORE 07 SEPTEMBER 2007.

VACANT POSITIONS

REGION 13: AGENCY: DEPARTMENT OF ENERGY

POSITION: **ENGINEER III**

PLACE OF ASSIGNMENT: GENERAL SERVICES DIVISION

ITEM NUMBER: OSEC-DOEB-ENG3-22 -2002

SALARY GRADE: 19

QUALIFICATION STANDARDS:

EDUCATION: BACHELOR'S DEGREE IN ENGINEERING RELEVANT TO THE JOB

EXPERIENCE: TWO (2) YEARS OF RELEVANT EXPERIENCE

TRAINING: EIGHT (8) HOURS OF RELEVANT TRAINING

ELIGIBILITY: RA 1080

REGION 13: AGENCY: DEPARTMENT OF ENERGY

POSITION: **ADMINISTRATIVE AIDE I (UTILITY WORKER I) (3 VACANCIES)**

PLACE OF ASSIGNMENT: GENERAL SERVICES DIVISION

ITEM NUMBER: OSEC-DOEB-ADA1-13,14,15 -2006

SALARY GRADE: 1

QUALIFICATION STANDARDS:

EDUCATION: MUST BE ABLE TO READ AND WRITE

EXPERIENCE: NONE REQUIRED

TRAINING: NONE REQUIRED

ELIGIBILITY: NONE REQUIRED (MC 11, S.96- CAT III)

REGION 13: AGENCY: DEPARTMENT OF ENERGY

POSITION: **ADMINISTRATIVE ASSISTANT II (CONSTRUCTION & MAINTENANCE FOREMAN)**

PLACE OF ASSIGNMENT: GENERAL SERVICES DIVISION

ITEM NUMBER: OSEC-DOEB-ADAS2-44 -2006

SALARY GRADE: 8

QUALIFICATION STANDARDS:

EDUCATION: HIGH SCHOOL GRADUATE

EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING: FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY: NONE REQUIRED (MC 11, S.96- CAT III)

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **ADMINISTRATIVE ASSISTANT I (SECRETARY I) (2 VACANCIES)**
PLACE OF ASSIGNMENT: ADMINISTRATIVE SERVICE, INFORMATION TECHNOLOGY
MANAGEMENT SERVICES
ITEM NUMBER: OSEC-DOEB-ADAS1-13, 16 -2006
SALARY GRADE: 7
QUALIFICATION STANDARDS:
EDUCATION: COMPLETION OF TWO (2) YEARS COLLEGE STUDIES
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CS SUBPROFESSIONAL, FIRST LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **COMPUTER MAINTENANCE TECHNOLOGIST III**
PLACE OF ASSIGNMENT: INFORMATION TECHNOLOGY DIVISION
ITEM NUMBER: OSEC-DOEB-CTMT3 -5-2002
SALARY GRADE: 17
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: **INFORMATION SYSTEMS ANALYST I**
PLACE OF ASSIGNMENT: INFORMATION TECHNOLOGY DIVISION
ITEM NUMBER: OSEC-DOEB-INFOA1-5-2002
SALARY GRADE: 12
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

24 August 2007