

# HUMAN RESOURCES OFFICE ATSUGI JAPAN VACANCY ANNOUNCEMENT

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**ANNOUNCEMENT NUMBER:** SN-002-16

**TITLE/SERIES/GRADE:** Housing Management Assistant, SN-1173-07

**SALARY RANGE:** SN-07: S\$33,676 – S\$58,936

**NUMBER OF VACANCIES:** One (1)

**OPEN DATE:** 15 JAN 2016

**CLOSING DATE:** 01 FEB 2016

**LOCATION:** Housing Department, Singapore Area Coordinator (SAC)

**AREA OF CONSIDERATION:** All residents of Singapore (excluding U.S. citizens and permanent residents of the U.S.). Non Singaporean Citizens who apply must be in possession of a Singapore Blue Identity Card in order to be considered for this position.

**RPA Number:** 284130 (HRO use only)

## **NOTES:**

1. Selectee may be appointed under a Services Agreement (SA) for one year. A SA is an agreement entered into by the U.S. Government and an individual, thereby establishing an employer-employee relationship. The agreement may be extended by the Government for up to an additional (nine) one-year periods. The total term of the agreement shall not exceed ten years. If both parties desire to continue the relationship after ten years, a new agreement must be drawn up.
2. The full performance level of this position is SN-07.
3. Miscellaneous Benefits Allowances are in addition to the base pay shown above.
4. Must be able to obtain a satisfactory background check as a condition of employment.
5. Selectee will be required to successfully complete a pre-appointment physical examination prior to entrance on duty.
6. Must be able to obtain and maintain a valid Singapore Driver's license.

**DUTIES:** Assists the Housing Specialists and Managers in formulating the policies, plans, and guidance necessary for local implementation of the Family Housing and Unaccompanied Housing programs. Coordinates and initiates in-processing of both family housing and permanent party personnel arriving to Singapore. Responsible for in-briefing on general policies and procedures at SAC. Schedules for the delivery and pick up of loaner furniture and appliances. Processes assignment and terminations for Family and Unaccompanied Housing. Reviews applications for accuracy and completeness of data. Performs a variety of different types of inspections of Family and Unaccompanied Housing facilities. Perform clerical functions that require the use of Microsoft Word, Excel and PowerPoint. Assist with routine office duties such as establishing folders, files, record keeping, updating logs, scanning and transferring documents to files. Develops spreadsheets, populate with data and prepare reports. Receive invoices, maintain log, check for accuracy, verify funds availability, process with Disbursing Office and track for payment. Participates in various inspections, audits, and management reviews of onsite activities.

**QUALIFICATION REQUIREMENTS:** In order to qualify for this position, your résumé must provide sufficient experience and/or education, knowledge, skills, and abilities, to perform the duties of the specific

position for which you are being considered. Your résumé is the key means for evaluating your skills, knowledge, and abilities, as they relate to this position. Therefore, we encourage you to submit a thorough résumé that directly relates to this position.

In addition, your résumé must demonstrate at least one year of specialized experience at or equivalent to the next lower grade level in the Federal service or equivalent experience in the private or public sector.

**SN-07:** One (1) year of specialized experience equivalent to at least SN-06 level.

**SPECIALIZED EXPERIENCE:** Experience which equipped the applicant with the particular competencies to perform successfully the duties of the position and that is in or directly related to the position to be filled. To be creditable, specialized experience must be equivalent to at least the SN-06 grade level in the Federal service. The successful applicant for this position must possess specialized experience in a housing management organization to include aspects of operations and management of multi-family properties. In addition, the applicant must have experience performing the various "typical" housing inspections and have worked with a property management database.

(See specifics: OPM Qualification Standard for GS positions: (<http://www.opm.gov/qualifications/>) for GS positions Group Coverage Qualifications Standards for Clerical and Administrative Support Positions: <http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards>).

**EDUCATION:** Post-secondary education in Management is desirable but not required. Please submit a copy of your college transcript or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST submit a copy of your college transcript** or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. If selected, you will be required to provide an official college transcript (with the college/ university's seal) prior to entrance on duty.

**TIME-IN-GRADE REQUIREMENTS (TIG):** Applicants must meet COMLOGWESTPAC 12200 time-in-grade requirements for promotion to the next Singapore National (SN) grade. A minimum period of 52 consecutive weeks in grade is required to be eligible for promotion to the next higher grade within SN-05 to SN-12, inclusive. TIG restrictions apply to any candidate who within the previous 52 weeks held a SN or other creditable service position under nontemporary appointment. TIG must be met by the closing date of this announcement.

**SUPERIOR ACADEMIC ACHIEVEMENT (S.A.A.):** S.A.A. is based on **(1)** Class standing - must be in the upper third of the graduation class in the college, university, or major subdivision **OR (2)** Grade-point average - a) 3.0 or higher out of a possible 4.0 as recorded on their official transcript, or as computed based on 4 years of education, or computed based on courses completed during the final 2 years of the curriculum; or b) 3.5 or higher out of a possible 4.0 based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum **OR (3)** honor society. In order to be creditable under this provision, superior academic achievement must have been gained in a curriculum that is qualifying for the position to be filled and only applies to two-grade intervals position.

**PAY RETENTION:** Pay retention may be granted to the selectee who accepts a downgrade when there is no step in the lower grade that equals or exceeds his/her current rate of basic pay.

**EVALUATION FACTORS: This position utilizes the following competencies:**

1. Knowledge of Microsoft office products such as but not limited to: word processing, spreadsheet, flowchart, graphics and database management.
2. Skilled in the application of management principles, concepts, and methodology to a variety of difficult and complex work assignments involving a full range of activities such as housing operations, maintenance, assignments, utilization and general housing policy.
3. Knowledge of acceptable work standards associated with a housing program, including repair, maintenance, and improvement of facilities, equipment, furnishings and other housing assets.

4. Excellent written and spoken communication skills in English.
5. Knowledge with basic housing related inspection techniques.

**INQUIRIES REGARDING THIS VACANCY:** Call HRO at 6750-2568

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#### HRO ATSUGI VACANCY ANNOUNCEMENT INFORMATION AND INSTRUCTIONS

**WHO MAY APPLY:** Refer to the **Area of Consideration** for each vacancy announcement.

**HOW TO APPLY:** Application and forms must be **received** in the **Human Resources Office, Building 7-4, PSA Sembawang Terminal, Deptford Road, Singapore 759657** by **1500** of the closing/cut-off date of the announcement. **Postmark dates will not be accepted**. All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions or other documents/extraneous material not requested. It is the applicant's responsibility to make a copy of the application and attachments for future use. **Applications and attachments will not be retrieved for duplication or for return**. Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications requirements (including time-in-grade requirements for GS-positions) as of the closing date/cut-off date of the announcement.

**Failure to submit required forms/information or to meet the closing/cut-off date will result in a loss of consideration for the position for which you are applying.** E-mailed and FAXED applications will not be accepted. Unsolicited documents will be discarded.

Submitting your application by regular mail is strongly encouraged. If, however, you are submitting via other methods (**including ALL courier services**), please contact the HRO at least **5 working days in advance**.

#### FORMS/INFORMATION REQUIRED:

1. Singapore Local National Application Form **OR** Optional Application for Federal Employment (**OF 612**) **OR** résumé **OR** other written format. Required forms are available at HRO Website [http://www.cnrc.navy.mil/regions/cnrj/om/human\\_resources/Other\\_Local\\_National\\_Jobs.html](http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/Other_Local_National_Jobs.html)
2. **Résumé and alternative forms of applications MUST contain the following:**
  - Announcement number, title and grade of the job for which you are applying.
  - Full name, mailing address, and day and evening telephone numbers; Singapore Identity Card (NRIC) number, country of citizenship.
  - If you are not a Singaporean citizen, proof of your residency status in Singapore (copy of your permanent residence card).
  - Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
  - Highest Federal civilian grade held (also give job series and dates held); proof of reinstatement eligibility, if applicable.
  - Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), **hours worked per week**, & salary. Include all relevant experience, whether it was paid or unpaid work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state so clearly on the résumé or application.
  - Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
  - **An original signature and date.**
3. **SF-50 copy – MUST submit most recent copy if current or previous federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR).**

4. Copy of Official College Transcript (if applicable). **Please refer to “Education” information above.** Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment.
5. Supplemental Experience Statement or separate sheet addressing evaluation factors as indicated by the announcement.
6. Copy of most recent performance appraisal.
7. All other forms and information required in the specific vacancy announcement.

**OTHER PERTINENT INFORMATION:**

- The filling of positions is subject to referrals and placement from regulatory placement programs.
- Management reserves the right to fill these positions by the most appropriate method. At management's discretion, the area of consideration indicated in the announcement may include noncompetitive eligibles that may be referred to the selecting official at any point during the recruitment process. Acceptance of applications under this procedure does not guarantee referral. If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to non-select all candidates or to select from other sources during the recruitment process.
- Applications from this announcement may be referred for future vacancies of the same title, series, and grade which occur at the same activity within 90 days of the selection/closing date of the announcement.
- It is a violation of 18 USC 1719 to use a postage paid government envelope to mail job applications. Facsimile applications will not be accepted, unless otherwise authorized.
- Selectee will be required to participate in Direct Deposit Electronic Fund Transfer as a condition of employment.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, sexual orientation, national origin, non-disqualifying physical handicap or age. Applicants with Disabilities who have questions regarding accommodations available in the overseas area should contact the Disability Program Manager at COMM 011-81-46-816-8163, DSN 315-243-8163

**REVISED: 8 Sep 2014**

## **Supplemental Evaluation Statement**

Name: \_\_\_\_\_

Announcement Number: SN-002-16

Position: Housing Management Assistant, SN-1173-07

The following knowledge, skills and abilities (KSA) / competencies will be used in the evaluation process. Please describe your level of each KSA / competency, relating your attainment to work experience, education and training. Each element must be addressed separately. You may not be referred for consideration if KSAs / competencies are not addressed or included in your application for this vacancy announcement. If you require additional space, you may continue on a separate sheet of paper and attach to this form.

1. Knowledge of Microsoft office products such as but not limited to: word processing, spreadsheet, flowchart, graphics and database management.
  
  
  
  
  
  
  
  
  
  
2. Skilled in the application of management principles, concepts, and methodology to a variety of difficult and complex work assignments involving a full range of activities such as housing operations, maintenance, assignments, utilization and general housing policy.
  
  
  
  
  
  
  
  
  
  
3. Knowledge of acceptable work standards associated with a housing program, including repair, maintenance, and improvement of facilities, equipment, furnishings and other housing assets.
  
  
  
  
  
  
  
  
  
  
4. Excellent written and spoken communication skills in English.
  
  
  
  
  
  
  
  
  
  
5. Knowledge with basic housing related inspection techniques.