



AMERICAN BATTLE MONUMENTS COMMISSION

Manila American Cemetery

Vacancy Announcement No	:	ABMC 2020-02
POSITION	:	Cemetery Worker 2 Positions
AGENCY/LOCATION	:	American Battle Monuments Commission Manila American Cemetery McKinley Road Fort Bonifacio Taguig City Philippines
OPENING PERIOD	:	July 8 – 22, 2020
WORKING HOURS	:	Full time; 40 hours / week
SERIES/GRADE	:	LES 2/3
SALARY	:	Php 257,583.00 per annum (starting salary)
WHO MAY APPLY	:	All Interested Candidates (Philippine Residents Only)
Security Clearance Required	:	Local Security Certification <i>e.g., NBI, Police Clearance and Barangay Clearance</i> <i>This will be required when an applicant is selected for the vacancy</i>

SUMMARY OF DUTIES AND RESPONSIBILITIES

Performs seasonal gardening tasks such as preparing seedbeds, transplanting, laying sod, aerating, pruning, trimming, and applying chemicals or fertilizers to plants according to directions. Cemetery Workers are told which plants to tend and the nature of work to be done, they complete their assignments with little review during its progress. New or unfamiliar procedures are explained. Completed work is checked to see that instructions have been followed.

Use a variety of hand- and power-operated garden tools and equipment such as seeders, spreaders, edgers, hedge trimmers, pruning shears, chain saws, forestry equipment, and sprayers. May also use larger pieces of equipment such as riding mowers, trailers, and utility vehicles. In doing their work, they look for obvious plant diseases (molds, brown spot, rusts, blight, mildew), plant insects (leaf miners, scale, borers, slugs), and unusual or poor plant

growth and report these conditions to their supervisor. They sometimes measure and mix specified amounts of fungicides, insecticides, and herbicides following instructions on product labels. They may also spray or dust with these chemicals according to instructions.

Working Environment

The work requires frequent walking, standing, pushing of carts and wheelbarrows, bending, shoveling, hoeing, and stooping. Occasionally climbs ladders, or uses scaffolding or cherry pickers at heights up to 15 meters off the ground to prune or trim vegetation and frequently lifts heavy objects such as bags of fertilizer, grass seed, etc. Work is done outside.

In working outside, he is subject to discomfort from long periods exposed to the elements. Being exposed to dirt, dust, mud, and sometimes to chemical sprays and dusts, they may wear protective clothing such as gloves, safety shoes, and boots. There is chance of minor injuries such as bruises, cuts, and scrapes. Care must be exercised in the operation of a wide range of power machinery

DESIRED QUALIFICATIONS

- Education: Completion of Secondary School.
- Work Experience: Previous experience in grounds maintenance work.
- Language Proficiency: Ability to understand basic English.
- Knowledge: General experience working in a maintenance operation is necessary. Basic knowledge of the use and operation of simple hand and power tools is required.
- Can start immediately

BENEFITS

The compensation package includes health and life insurance, separation and other benefits in accordance with the U.S. Embassy Local Compensation Plan.

APPLICATIONS

- Interested applicants must submit a comprehensive resume.
- Applications must be submitted via email only to yarinh@abmc.gov no later than July 22, 2020, 11:59 p.m.
- For further inquiries you may call (02) 8844-0212 / (02) 8813-2521

SELECTION PROCESS

Applicants are notified via email. All applicants must be legally eligible to work in the Philippines.

EQUAL EMPLOYMENT OPPORTUNITY

The American Battle Monuments Commission is an Equal Opportunity Employer and does not discriminate based on sex, race, age, religion, national origin, or physical or mental disability.