U.S. Department of Veterans Affairs
Manila Regional Office and Outpatient Clinic

VACANCY ANNOUNCEMENT

Vacancy Announcement no.: 2017-14

POSITION: Prosthetics Purchasing Agent
LS-1105-5, Target 6
(One Full-time permanent position)
*This position is budgeted under the Local Compensation Plan

LOCATION: Professional Services Division
U.S. Department of Veterans Affairs
Manila Regional Office & Outpatient Clinic

WORK HOURS: Standard 5 day, 8 hour,
full time (40 hours/week) schedule;
Monday – Friday, 7:30am – 4:30pm

SALARY RANGE: P371,626 to P566,062 per year

OPENING DATE: June 27, 2017
CLOSING DATE: July 11, 2017
OPEN TO: All Interested Candidates
(Philippine Residents Only)

OUR MISSION: To fulfill President Lincoln’s promise – “To care for him who shall have borne the battle, and for his widow, and his orphan” – by serving and honoring the men and women who are America’s Veterans. How would you like to become a part of a team providing compassionate care to Veterans?

MAJOR DUTIES AND RESPONSIBILITIES

The Prosthetics Purchasing Agent provides support services as receptionist for the Prosthetics and Sensory Aids Services (PSAS) and is responsible for directing patients and telephone calls to the appropriate individuals within the clinic. Incumbent has a high degree of visibility throughout the clinic and the general public as a result of direct patient care contact with the Veteran population, many who are severely disabled. A display of positive image on behalf of the VA is a critical requirement. Incumbent
issues stock items and posts the items to patient’s records. Incumbent is responsible for sorting, compiling, typing, and distributing requisitions, orders and miscellaneous procurement documents. Incumbent processes micro-purchase transactions and purchase orders in PSAS software package. Incumbent will possess knowledge of procurement policy and procedures along with knowledge of medical terminology.

Specific duties are as follows:

- Provides customer service by assisting the Prosthetics Lead in processing of prosthetic requests and prescriptions for items, services and durable medical equipment from a VA Manila Outpatient Clinic provider.

- The incumbent interviews Veterans reporting to the service and receives phone calls from beneficiaries.

- Receives and reviews prosthetics requests for completeness, comparing disability or diagnosis to equipment and/or services normally provided for the condition for which they are requested and/or proper documentation has been provided to justify the issuance.

- The incumbent operates the PSAS software to maintain detailed and accurate accounting of all actions taken for Veterans and documents their records showing items or services provided.

- The incumbent has regular access to printed and electronic files containing sensitive information which must be protected.

- The incumbent issues items from stock and initiates purchase orders to replenish stock items when needed. Separates clean and unclean items which are turned in and initiates necessary paperwork to have item condemned which cannot be used. Reviews all incoming shipments of items to ensure that the service is receiving the correct quantities, the item ordered, and initiates appropriate paperwork to correct any discrepancies.

**QUALIFICATION REQUIREMENTS**

To qualify for the Prosthetics Purchasing Agent position, applicants must address required qualifications listed below:

**LS -05 level:**

- Applicants must have at least one (1) year (52 consecutive weeks) time-in grade at the LS-3 level or higher.
- Must have two (2) years of general experience or one (1) year of specialized experience equivalent to at least the next lower grade (LS-3); OR
- Four (4) years of education above high school; OR
- Equivalent combination of experience and education.

**General experience** is one (1) year of progressively responsible clerical, office or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of this position.

**Specialized experience** is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. It includes but not limited to procurement, analyzing prosthetic requests and prescriptions, knowledge about Prosthetics and Sensory Aids Services (PSAS) programs and benefits.

**NOTE:** Voluntary Downgrading is applicable in applying for this position, kindly refer to the LES Handbook, May 2012 Section V.4 Page 34.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA):** *(Required)*

Candidates are required to submit a narrative response describing personal experience outlined in the knowledge, skills, and ability factors listed below. You will be rated on the following factors based on your application package and narrative response. In describing experience, please be clear and specific. We will not make assumptions regarding your experience.

Factor 1. Above-average skill in communication, application of interview and counseling techniques.

Factor 2. Knowledge of medical terminologies, disease condition, and treatment Management.

Factor 3. Knowledge in preparation of purchase orders; reconciling purchase orders, maintaining accurate budgeting, funding, billing, operating computer software programs to extract and track data; post stock issued items and prepare items to be mailed out.

Factor 4. Skill in operating office equipment, computer software programs, e.g., computerized patient record system (CPRS), VISTA, Prosthetics Inventory/Management.
HOW TO APPLY

Applicants must complete and submit the following documents:

- Cover letter describing the applicant’s eligibility, qualifications, knowledge, skills and abilities the applicant possesses.
- **DS-174** – Application for Employment as a Locally Employed Staff
- Resume with clear and specific experience and education details. Any other documentation (copies of diploma, transcript of records, licenses, copy of trainings, awards, etc.) that addresses the qualification requirements of the position as listed above.
- Candidates are required to submit a narrative statement with specific responses to the Knowledge, Skills, and Abilities (KSA).
- **VA Form 5-4078**, Application for Promotion or Reassignment, indicating the position series and lowest grade level for which you wish to be considered **(for VA Manila and Manila Mission employees only)**;
- VA Form 5-4667b, Supervisory Appraisal of Employee for Promotion or a copy of the latest JF-50/EPR - Employee Performance Report **(for VA Manila and Mission employees only)**.
- Nepotism Form (refer to Attachment A)
- Applications should be submitted electronically (via e-mail) only to vamanilahrm@va.gov (please send as Word/PDF attachment). For more information pertaining to this announcement, please call 550-3970/550-3901. Applications must be received by the VA Human Resource Office no later than 4:00 p.m. on the closing date, **July 11, 2017**.

SELECTION PROCESS

After the vacancy announcement closes, basic qualifications are determined and a referral certificate is issued. If you are referred for consideration, you may be asked to submit additional job related information, which may include, but not limited to; completion of a work sample, and/or contact for an interview. Regardless, you will be notified via e-mail (or hard-copy letter) when a selection has been made for this position.

U.S. citizen applicants must attach a copy of their Alien Certificate of Registration, Immigrant Certificate of Residence or a Certificate of recognition as a dual citizen to be considered eligible for the position.

**NOTE:** Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.
ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2. Current OR/LES employees serving a probationary period are not eligible to apply. Current OR/LES employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

EQUAL EMPLOYMENT OPPORTUNITY

The Department of Veterans Affairs is an equal opportunity employer. Actions to fill this position will not be based on discriminatory factors that are prohibited by law. Selection will be made without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical handicap, age, membership or non-membership in an employing organization, personal favoritism or other non-merit factors.
Nepotism

Employees of the U.S. Department of Veterans Affairs Regional Office and Outpatient Clinic, Manila, Philippines (MRO&OPC) must fully disclose any familial or close personal relationships¹(friends or acquaintance/friends of friends) existing between themselves and any current employees of this office upon request. Failure to disclose this information may disqualify you from consideration for a position for which you are applying, or disciplinary action up to and including termination of employment should it be later determined this information was not disclosed as required.

I hereby certify ☐ I do / ☐ do not have any familial or close personal relationship with any current employee(s) of the MRO&OPC.

_______________________  ___________________________
(Applicant’s Signature)   (Date)

If you answered in the affirmative, please identify all such individuals and their relationship to you on a separate sheet, certified by your signature.

¹ A close personal relationship is one that may compromise your ability to perform your assigned duties in an unbiased manner or otherwise create a potential conflict of interest in the performance of your duties.
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(Applicant’s Signature) (Date)