



AMERICAN BATTLE MONUMENTS COMMISSION

Manila American Cemetery

Vacancy Announcement No	:	ABMC 2019-006
POSITION	:	Information Technology Assistant
AGENCY/LOCATION	:	American Battle Monuments Commission Manila American Cemetery McKinley Road Fort Bonifacio Taguig City Philippines
OPENING PERIOD	:	September 9 – 24, 2019
WORKING HOURS	:	Full time; 40 hours/week
SERIES/GRADE	:	LES – 7
SALARY	:	Php 600,488 gross p.a.
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>

MAJOR DUTIES AND RESPONSIBILITIES

Primary responsible for the daily care and upkeep of exhibit components at the Manila Visitor Center. Responsible for the preparation, and testing of a variety of multimedia equipment and exhibits. Set up, operate and maintain the Audio, Video and lighting equipment. Ensuring the effective running of A/V presentations, including daily monitoring of the program and equipment. Initiating and making appropriate repairs as necessary. To follow a start-up and/or shut down procedures, performs routine inspections for all the gallery spaces and other areas to ensure the consistent smooth operation of all the exhibit components.

Provides Tier 1 desktop IT support to three sites – Manila Visitor Center, Manila American Cemetery and Clark Veterans Cemetery. Troubleshoots computers and performs simple maintenance. Maintains desktop applications and installs new/updated software, both manually and pushed out centrally. Monitors the intranet/extranet and provides initial troubleshooting during outages to isolate issues. Responds to network incidents/outages by notifying/coordinating with the network ISP. Deploys, upgrades, replaces, maintains and

decommissions network equipment--switches, routers, network appliances and wireless access points. Installs, configures, upgrades, maintains, deploys, and decommissions network equipment, including switches, routers, wireless access points (WAP), and VOIP telephones. Includes physically moving any and all equipment to a site, rack and stack, cable, configure, test, activate and/or cutover new or replacement equipment

DESIRED QUALIFICATIONS

- Education: Bachelor's/College Degree in Information Technology, Computer/ Telecommunications Engineering, Computer Science, or equivalent.
- Prior work experience: Two years work experience in Desktop support. Fresh Graduates are welcome to apply.
- Skills: Basic network knowledge. Ability to troubleshoot, isolate and repair. Good knowledge on Windows 7 and 10 operating systems.
- All applicants under consideration will be required to pass medical and security certifications.

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 an application letter and a comprehensive resume.
- Applications must be submitted via email only to yarinh@abmc.gov no later than September 24, 2019, 11:59 p.m.
- For further inquiries you may call (02) 844-0212 / (02)813-2521

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 on the basis of sex, race, age, religion, national origin, or physical or mental disability.