



AMERICAN BATTLE MONUMENTS COMMISSION

Manila American Cemetery

Vacancy Announcement No : **ABMC 2019-004**

POSITION : **Interpretive Guide**
4 Positions

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 : Trainee Level LES – 5
Potential LES – 6

SALARY : LES – 5 Php 442,325 / p.a. (trainee level)
LES – 6 Php 489,711 / p.a. (full performance level)

WHO MAY APPLY : All Interested Candidates
(Philippine Residents Only)

Security Clearance Required : Local Security Certification
e.g., NBI, Police Clearance and Barangay Clearance
This will be required when an applicant is selected for the vacancy

MAJOR DUTIES AND RESPONSIBILITIES

This position works primarily at the Manila Visitor Center. Provides outstanding visitor services to enhance the visitor experience. Duties include greeting visitors, answering questions, provides interpretive and orientation information to visitors. Explains exhibits, provides directions to specific graves, answering questions about the nature of the Cemetery, the military campaigns and battles fought by those buried in the Cemetery and their larger context in war as it relates to the Cemetery. Conducts cemetery visits for individuals and for groups. Independently presents thematic programs based upon the established interpretive themes of the assigned cemetery after initially working under close supervisory direction. Programs will explain the military history of the site and their larger significance World War II and will include information explaining nearby memorials, the wall of the missing, the chapel, the plot

areas, the history of the cemetery and important facts concerning burials in the cemetery. The incumbent must be able to conduct these thematic programs in either English or the local language. Prepares correspondence, answering questions and making tour arrangements with individuals, government officials, veterans groups, school groups and tour operators. Particularly diligent in identifying potential next-of-kin visitors and being ready to offer the enhanced next-of-kin services provided by ABMC. Provides roving interpretation for visitors within the Cemetery grounds. Maintains productive relationship with area museums, local tour groups, veterans groups, local citizens and all others who bring groups into the Cemetery. Coordinates ceremonial functions, such as wreath laying, flower placement, Memorial Day and Veterans Day ceremonies. Assists in the research and development of education programs.

DESIRED QUALIFICATIONS

- Education: Bachelors/College Degree in Tourism, Hospitality, Travel, Business Management or equivalent.
- Prior work experience: Two years' work experience in occupation which deals extensively with public relations. Must be at ease in meeting people and dealing with situations, which may be delicate.
- Language Proficiency: Level 4 English proficiency. Must be able to converse well with foreign visitors.
- Skills: Excellent oral and written communications skills. Must be a good communicator.
- 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.