KN VACANCY ANNOUNCEMENT
CIVILIAN HUMAN RESOURCES AGENCY
FAR EAST REGION

PAY RANGE: Between 13,002 Won and 18,488 Won

TOUR OF DUTY: 20 hours per week (Part time)

AREA OF CONSIDERATION: All current USFK KN employees (Korea-wide), KN and third country citizen family members of US military and civilian employees of agency of United States whose duty station is in Korea, and outside KN applicants.

NOTE: 1. Newly hired non-appropriated fund employees of the USFK will be required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management. 2. Relocation Allowance will NOT be authorized for the selectee from outside the commuting area. 3. For Area II applicants: Selectee for this position may be eligible for relocation allowance if applicable and all requirements in paragraph 8-13 (Relocation Allowance) of USFK regulation 690-1 are met. Under the Yongsan Relocation Plan (YRP), individual moves of the selectee from Area II to other Areas will be authorized by the YRP moving services processes as stipulated in Civilian Human Resources Transformation Guidance.

MAJOR DUTIES: Performs work requiring knowledge and skills necessary for accomplishment of a portion of the total work assignment for a journeyman bartender. Mixes and serves alcoholic and nonalcoholic beverages on order from individuals or waiter/waitresses. Operates cash register, collects money, makes change and sells items incidental to bar operation. Maintains and accounts for own cash fund. Washes glasses and cleans bar and equipment. Performs other duties as assigned.

WORKING CONDITIONS: Works inside under no significantly unfavorable work environment factors except possibility of cutting fingers by broken glass.

QUALIFICATION REQUIREMENTS:

EXPERIENCE: One year of general experience.

GENERAL EXPERIENCE: Actual work experience as a trainee, helper, or other work related to the trade or craft for which being considered.
ENGLISH LANGUAGE COMPETENCY: 1. The American Language Course Placement Test (ALCPT) score of 34 is required. 2. The passing score of former English Language Proficiency Test (C Series) may be substituted for ALCPT requirement. 3. The TOEFL score of 360 (or 70 on the computer-based test) or TOEIC score of 250 may be substituted for ALCPT requirement. Applicant must indicate the TOEFL/TOEIC score on the application (item #17) and submit official copies of test scores. TOEFL and TOEIC scores are valid for two years from the exam date. TOEFL scores must be provided to the CHRA-FER from the ETS.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Graduation from technical high school in the field, successful completion of a formal training course (at least 90 days duration) or possession of a valid license or certificate of competency issued by the ROKG attesting to proficiency as craftsman may be substituted for required one year of general experience.

EMPLOYMENT CONSIDERATION PREFERENCE: Preference for employment consideration will be given in the following order:

1. All current USFK KN employees
2. Former USFK KN employees on the Area Reemployment Priority List (ARPL).
3. Eligible spouse of US Armed Forces members whose duty station is in Korea
4. Eligible family members of US military and US citizen employees of an agency of the United States whose duty stations is in Korea.
5. All other Korean National applicants.

HOW TO APPLY: Applicants must submit an Application for Employment (USFK Form 130EK) to the e-mail address below. USFK Form 130EK is available at the website, https://knrs.chra.army.mil. The e-mail subject line must contain the announcement number for which the applicant is applying for. If you apply for multiple positions, you must submit separate application and e-mail for each vacancy.

It is your responsibility to verify that information entered on your application form is completed, accurate. Applications that are not completed, incorrect will not be considered. Supporting documentation (certificates for experience and education, required licenses, etc.) should be provided when requested, and failure to provide the requested documentation will result in non-consideration.

WHERE TO APPLY:

e-mail: usarmy.henry.chra-fe.mbx.knrs-notifications@mail.mil

EMPLOYMENT POLICY: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer, or accept gratuity, in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the servicing CHRA/HRO/CPF or HQ USFK, CPD, ATTN: FKCP, Unit #15237, APO AP 96271-5237.

ADDITIONAL INFORMATION: For more information on Korean National employment program, please contact: CHRA 0503-363-4656 (DSN: 763-4656).