KN VACANCY ANNOUNCEMENT
CIVILIAN PERSONNEL OPERATIONS CENTER
KOREA REGION

Announcement Number: SN19719658H
Position Title & Grade: Recreation Specialist, KGS-0188-5
Opening Date: 25 Jun 2019
Closing Date: 1 Jul 2019
Duty Location: Pyongtaek

PAY RANGE: Between 16,642 and 23,866 Won per hour
TOUR OF DUTY: 40 hours per week
AREA OF CONSIDERATION: All current USFK KN employees serviced by Civilian Human Resources Agency-Far East Region (CHRA).

NOTE: 1. Relocation Allowance will NOT be authorized for the selectee from outside the commuting area. 2. 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 Yongson 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: Assists the supervisor and senior Recreation Specialist in planning and developing recreational activities to meet the current and projected needs of the patrons. Assists with the execution and installation of props, special effects, and publicity for programs. Provides technical expertise in RecTrac data entry and report retrieval. Ensures daily, weekly and monthly reports are accurate and timely. Generates financial reports from RecTrac and submitted to Centralized Accounting Office (CAO) on a daily basis as well as specialized reports requested by various chains of commands as necessary. Serves as point of contact at the information/check out desk. Answers telephonic or personal queries and provides general information on a wide variety of subjects to include recreational activities in the area and throughout Korea, hours of operation, specific information on points of scenic interest in Korea, bus and train schedule, resorts and entertainment facilities, etc. Arranges necessary publicity such as posters, flyers, or bulletin announcements. As a Certified Program Planner (CPP), and trained in special events programming execution, provides program information of a recreational, social, cultural, special interest and creative nature. Directs the various daily and weekly tournaments in a variety of recreational activities. Provides after action reports on the tournaments and tracks participation. Keeps abreast of current information, airline costs, hotel costs, and tour costs for in-country in order to answer inquiries from personnel on general or specific travel opportunities. Responsible to supervisor for accomplishing and maintaining high standards of housekeeping, maintenance and sanitation in the facility and/or recreational equipment. Over sees the contract cleaning personnel and identifies deficiencies and directs corrective action. Conducts facility inspections and information supervisor of needed repairs and defects requiring submission of work orders. Secures sources for purchase of supplies and prizes for personnel through local channels, procures necessary supplies by preparing required supporting documents. Keeps inventory of supplies and equipment, program props and prizes. Advises supervisor of needed supplies. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:
EXPERIENCE: Three years of general experience.

GENERAL EXPERIENCE: Progressively responsible administrative, professional, technical, investigative, or other substantive experience, one year of which was equivalent to at least the next lower grade, that demonstrates the ability to analyze problems to identify significant factors, gather pertinent data, and recognize solutions; plans and organize work; and communicate effectively in English, both orally and in writing.

ENGLISH LANGUAGE COMPETENCY: The approval of management panel to determine English conversational skills is required.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Successful completion of study at a ROKG authorized or recognized college or university in any field may be substituted for general experience at the rate of one academic year of education for nine months of general experience. A full 4-year course of study resulting in an undergraduate degree is qualifying for KGS-5 level.

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.

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 Civilian Human Resources Agency - Far East Region 0503-363-4657 (DSN: 763-4657)