KN VACANCY ANNOUNCEMENT
CIVILIAN HUMAN RESOURCES AGENCY
KOREA REGION

Announcement Number: SN19721408H
Position Title & Grade: Arts & Crafts Specialist, KGS-1056-5/6
Opening Date: 25 Jun 2019
Closing Date: 1 Jul 2019
Duty Location: Pyongtaek

PAY RANGE:
KGS-5: Between 16,642 and 23,866 Won per hour
KGS-6: Between 18,697 and 26,901 Won per hour

TOUR OF DUTY: 40 hours per week

AREA OF CONSIDERATION: All current USFK KN employees.

NOTE: 1. Target grade of this position is KGS-6. If the position is filled at KGS-5, the incumbent will be promoted to target grade non-competitively upon satisfactory completion of the job requirements, recommendation by the supervisor, and subject to meeting time-in-grade and qualification requirements.
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: Serves as a specialist in a multiple-type crafts shop. Instructs crafts shop participants in the overall arts and crafts program including model building, digital arts, 3D printing, framing, drawing, painting, woodworking and finishing, graphics, lapidary, ceramics and photography. Demonstrates techniques and methods; observes work of participants, suggesting necessary corrections or changes; gives technical guidance and assistance in their work; and explains proper handling and operation of power and hand tools. Prepares samples and patterns to serve as training aids. Reads bulletins and professional material for additional technical knowledge of the name, use and purpose of all crafts materials, hand tools and equipment in use in the crafts shop. Performs a variety of related tasks such as keeping records for activity attendance, project logs and data relevant to requisitioning and maintenance of expendable and nonexpendable supplies and equipment. Recommends items of merchandise for purchase to sell in the Crafts Reimbursable Sales Store. Performs routine duties of scheduled inspections and maintenance on tools and equipment. Is responsible for the proper storage, issue to participants and safekeeping of crafts shop tools and equipment. Informs director or supervisor of situations involving abuse of shop equipment, use of the shop for non-recreational activities, unauthorized removal of shop supplies and equipment and abuse of shop policy or safety rules. Is responsible for keeping assigned areas clean and attractive. May be assigned the responsibility for the operation of the crafts shop during brief absence of the shop director or crafts supervisor. Assists in the Crafts Reimbursable Sales Store and/or operation of the photo center as required. Complies with the policies of the crafts shop program. Observes and enforces safety rules. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

EXPERIENCE:
KGS-5: Three years of general experience.
KGS-6: One year of specialized experience at grade level of KGS-5 or equivalent.
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 organizes work; and communicate effectively in English, both orally and in writing.

SPECIALIZED EXPERIENCE: Experience which is in or closely related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of that position.

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

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: 1. 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. 2. One full academic year of graduate education in a field related to the position being filled may be substituted for one year of specialized experience required at grade KGS-6.

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