



## **POSITION VACANCY: Dive Control Specialist (full time, temporary)**

**JOB TITLE:** Dive Control Specialist (DiveCon)      **POSTING DATE:** 20 June 2008

**LOCATION:** Diver Down International      **CLOSING DATE:** Indefinite  
*Academy of Diving*  
Subic Bay, Philippines

**ELIGIBILITY:** Internal and external applicants      **LENGTH OF SERVICE:** One to five months.  
are welcome to apply      Permanent employment  
status may follow

**PRIMARY DUTIES AND RESPONSIBILITIES:** Full-time Assistant SCUBA Instructor and Dive Leader. Conduct academic presentations and assist teaching SCUBA and non-SCUBA diving skills in confined water and open water to new students under the direct supervision of certified Instructors. Teach Snorkeling Courses to non-divers and selected Specialty and SCUBA Skills Update Courses to certified divers and other non-diving courses from time to time as teaching qualifications dictate. Guide divers during underwater tours and lead diving expeditions and events. Serve as an equipment sales and service representative in a retail-based Dive Operations Centre in Subic Bay, Philippines. Additionally, the DiveCon may perform temporary duty (TDY) away from home base in support of company business, to scout for future dive destinations, lead or assist in leading clients on SCUBA diving safaris/sporting activities, and perform inspections of company facilities.

**COMPENSATION:** Commissions, fees, minimum guarantee, and other benefits are as follows:

- Monetary compensation schedule to include:
  - 35% net commission on monies collected for each student completing a course of instruction taught by the DiveCon
  - 35% net commission on monies collected for each diver the DiveCon leads on a 'premium fun-dive' or dive requiring technical diving procedures
  - 10,000 Philippine Pesos monthly guarantee (*intent: when combined monthly earnings from Dive Leader fees and commissions from courses fall short of 10,000 Philippine Pesos, the DiveCon's compensation will be supplemented to bring his/her minimum monthly earning from fees and commissions to 10,000 Philippine Pesos. This is separate from the 3% commission from retail sales*)
  - 200 Philippine Pesos fee for each 'fun diver' the DiveCon leads on a 'regular fun-dive' not requiring technical diving procedures
  - 3% commission on the DiveCon's sales of retail stock
  - Travel expenses paid in accordance with the company's Personnel Handbook while traveling on company business
  - Personal tips and gratuities the DiveCon receives from clients
  - Discounts on equipment purchases and servicing
- Personal insurance to include: medical, dental, and vision
- Professional Underwater Liability Insurance

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P.O. Box DDI  
Subic Bay Freeport 2222  
Zambales, Philippines

- Divers Alert Network (DAN) annual Pro-level membership
- Divers Alert Network (DAN) travel assist insurance (where available)
- Annual Professional Dive Leader dues paid by the company
- Vacation days awarded in accordance with the company's Personnel Handbook
- Annual sick leave awarded in accordance with the company's Personnel Handbook
- A relocation package for new-hires from outside the local area to include a minimum of 30 days accommodation in Subic Bay and approved moving expenses reimbursed
- Other – special equipment, work visa, physical exams, uniforms, and expenses for company business will be supplied or reimbursed

**REQUIRED QUALIFICATIONS:** A successful applicant will:

- Be an 'active status' Dive Control Specialist or Divemaster from any recognised agency, government, or military with no pending violations or investigations
- Provide own SCUBA diving equipment of instructor quality
- Posses a thorough knowledge of Training Standards of a SCUBA diving certification agency
- Posses a Non-Professional Driver's License with no outstanding violations
- Posses an official passport with 2 years or more validity
- Be recommended annually by a qualified physician to perform scuba diving activities
- Be a non-smoker
- Be of high moral and ethical character
- Be able to read, speak, and write English; additional languages desired
- Demonstrate the ability to swim 300 meters without floatation devices or other swimming aids
- Agree to and sign an Employment Agreement for the term of employment

**ORIENTATION AND TRAINING:** As a new hire, the DiveCon will receive orientation and training from Lyle Langston or his designee. Length of training will depend on weather conditions, training required, etc., and has no set time of completion.

**HOW TO APPLY:** Send a resume via e-mail to Lyle Langston at [lyle@diverdownintl.com](mailto:lyle@diverdownintl.com).

**HIRING PROCESS:** Applicants will be selected, contacted, and requested to present themselves for an interview in person or via telephone to Lyle Langston with any of the above documents, transcripts of courses, diplomas, certificates, certifications, passport, and licenses.

\*Primary duties and responsibilities, compensation, required qualifications, orientation and training, application process, and hiring process may change at time of interview.