

Project Title : Career Progression and Specialization program

Place of Assignment : International Affairs Office
PRC-PICC Office
Delegation Bldg., Philippines International Convention Center (PICC), Vicente Sotto St., Pasay, Metro Manila

Three (3) Administrative Officer

Job Description:

1. Assist in the development and implementation of the Career Progression and Specialization Programs (CPSP);
2. Provide logistical and administrative assistance to the CPSP-CATS Committees in the preparation and conduct of meetings, consultations and related activities;
3. Prepare correspondences, meeting briefs, records of discussions, reports, and other necessary documents;
4. Coordinate with Regional Offices, stakeholders in the conduct of related CPSP-CATS activities;
5. Records and manages the calendar of activities;
6. Keeps and maintains all pertinent records;
7. Perform other related functions.

Salary

- Equivalent to Salary Grade 11 – Php 23,877.00

Qualifications

- Bachelor's degree
- Computer literate
- Preferably with relevant work experience in office work
- With good communication skills and proficient in writing
- Proactive , detail oriented
- Must have strong organizational and multi-tasking skills

Mode of Employment

- Job Order

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

1. **Duly accomplished and NOTARIZED Personal Data Sheet (PDS) with Work Experience Sheet** and recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
2. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. TIN

Qualified applicants are advised to hand in or send through courier/email their application not later than **26 February 2021** to:

KHRISTINE S. LABAO
Administrative Officer V (HRMO III)
P. Paredes St., cor. N. Reyes St., Sampaloc, Manila
hrdd.recruitment@prc.gov.ph