

Title of the Project : **Philippine Hosting of International Conferences**

Place of Assignment : International Affairs Office - IDD
PRC-PICC Office
3/F Delegation Bldg., Philippine International Convention Center
Vicente Sotto St., Pasay City, Metro Manila

ONE (1) PROFESSIONAL REGULATIONS OFFICER I (ADMINISTRATIVE OFFICER)

Job Description

1. Prepare communications, letters, creative materials and other documents in relation to the conduct of the international conferences;
2. Coordinate with the proponents and delegates relative to the details and other information on the conduct of the international conferences;
3. Provide secretariat functions to preparatory and coordination meetings including arrangement of meetings, preparation and circulation of meeting materials, and other necessary documents and actions for the meeting;
4. Manage correspondence, mails, and email and telephone inquiries;
5. Coordinate/collaborate with government agencies, international organizations, and other relevant organizations;
6. Prepare and undertake necessary coordination with concerned offices on budgetary proposals, process payments and liquidate cash advances;
7. Make canvass and gather proposals/quotations, prepare of Terms of Reference and Market Analysis, and other required documents for procurement; and
8. Perform other functions that may be assigned by the Office/Committee/proponent.

Salary

- Equivalent to Salary Grade 11 – P23,877.00/month

Qualifications

- Bachelor's degree in Communications, Public Administration, International Studies, or other related fields
- Excellent oral and written communication skills, innovative, flexible, result-oriented and proactive by presenting sample works
- Proficiency in the use of digital/computer software, i.e., MS Office, Canva, etc.
- Preferably with knowledge on basic graphic layout, design and generation of creative materials
- Preferably with relevant experience

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 email their application not later than **31 May 2021** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO III)
P. Paredes St., cor. N. Reyes St., Sampaloc, Manila
prcrecruitmentapp@gmail.com

Place of Assignment : International Affairs Office - ICND
PRC-PICC Office
3/F Delegation Bldg., Philippine International Convention Center
Vicente Sotto St., Pasay City, Metro Manila

ONE (1) Legal Assistant

Job Description

1. Prepare/ conduct research particularly on regulations/ policies affecting services and the practice of professions; and analyses/ interprets/ reviews legislations,
2. Prepare briefing materials, talking points, position papers, and other technical documents for the Commission and the Professional Regulatory Boards related to international relations/trade including drafting of policies, positions, and agreement.
3. Perform other functions that may be assigned by the Commission or Supervisor.

Salary

- Equivalent to SG 14 with 20% top-up or P36,958.00/month

Qualifications

- Bachelor of Law or Master's degree with minor or specialization in foreign service/international relation/international trade or its equivalent
- Excellent research and project development skills
- Knowledgeable on international relation/international trade studies
- Strong interpersonal, communication, and assessment skills
- Analytical, problem-solving, and conflict resolution skills
- Organizational and time management skills
- Exceptional professionalism and strong work ethic Preferably
- Preferably with experience in foreign relation

Mode of Employment

- Job Order

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