

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) ADMINISTRATIVE OFFICER

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

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.

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 Eligibility
4. Photocopy of Transcript of Records
5. NBI Clearance
6. TIN

Qualified applicants are advised to send through email their application not later than **02 December 2022** to:

ANGELICA P. ALTOVEROS

Administrative Officer III

P. Paredes St., cor. N. Reyes St., Sampaloc, Manila

Prcrecruitmentapp@gmail.com