

Position Title : **Two (2) Administrative Officer II**

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

Qualifications:

- Education: Bachelor's degree relevant to the job (BS Management, Political Science, International Relations, or other allied courses with major or minor in legal management/foreign service/international relation/international trade or its equivalent;
- Experience: Preferably with relevant work experience in office work;
- Others: Knowledgeable on international relation/ international trade; With good communication skills and proficient in writing; Proactive and detail oriented; and Must have strong organizational skills and able to multi-task
- Eligibility: Career Service (professional)/Second Level Eligibility

Job Description

1. Draft memoranda, endorsement and other official documents of the Office;
2. Prepare correspondences, meeting briefs, record of discussions, reports, and other necessary documents;
3. Assist in the documentation projects relative to the International Affairs Office;
4. Assist in the documentation of projects relative to Committees where the Director is involved;
5. Performs other related functions, as may be assigned by the Director.

Salary Equivalent to SG 11 or P27,000.00/month

Mode of Employment Job Order

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

- 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)
- Photocopy of Transcript of Records
- NBI Clearance
- TIN

Qualified applicants are advised to email their application not later than **27 July 2023** to:

KHRISTINE S. LABAO
Administrative Officer V (HRMO)
P. Paredes St., cor, N. Reyes St., Sampaloc, Manila_
prcrecruitmentapp@gmail.com

