

Position Title : **One (1) Administrative Officer II**

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

Qualifications:

- **Education:** Bachelor's degree in Communications, Public Administration, International Studies, or other related fields;
- **Experience:** Preferably with relevant experience
- **Others:** 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.

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 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

