

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

Place of Assignment : Qualification Recognition Division
P. Paredes, Nicanor Reyes St, Sampaloc, Manila, 1008
Metro Manila

Qualifications:

Education : Graduate of at least four (4) year-course
Eligibility : Career Service (Professional) Second Level Eligibility
Experience : With one (1) year relevant experience in office work, preferably secretariat;
Competency: Proficient in MS Excel, Word, and PowerPoint; with good communication skills and proficient in writing

Job Description

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

Salary

Equivalent to SG 11

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 **14 July 2023** to:

KHRISTINE S. LABAO

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