

Project Title : **Career Progression and Specialization Program**
Position Title : Two (2) Administrative Officer
Place of Assignment : International Affairs Office – Qualification Recognition Division
PRC - PICC Office
3/F, Secretariat Bldg., Philippine International Convention Center (PICC), Vicente Sotto St., Pasay City

Qualifications

Education : Bachelor's Degree
Eligibility : Career Service (Professional) / Second Level Eligibility
Experience : Preferably with relevant work experience in office work
Competency : Computer literate; With good communication skills and proficient in writing; Proactive, detail oriented; and must have strong Organizational and multi-tasking skills.

Job Description

1. Assist in the development and implementation of the Career Progression and Specialization Programs (CPSP);
2. Provide logistical and administrative assistance to the CPSP-CATS Committees in the preparation and conduct of meetings, consultations and related activities;
3. Prepare correspondences, meeting briefs, records of discussions, reports, and other necessary documents;
4. Coordinate with Regional Offices, stakeholders in the conduct of related CPSP-CATS activities;
5. Process applications relevant to the CPSP;
6. Record and manage the calendar of activities;
7. Keep and maintain all pertinent records;
8. Perform other related functions.

Salary : Equivalent to Salary Grade 11 – Php27,000.00

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 **03 November 2023** to:

KHRISTINE S. LABAO

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