

VACANT POSITION

Domestic Investments Promotion Service **BOI Extension Office – Cebu**

1 – Chief Investments Specialist (SG 24)

Item No.: CINS-1-2015

Education : Master's degree or Certificate in Leadership and Management from the CSC

Experience : 4 years supervisory / management experience

Training : 40 hours of supervisory / management learning and development intervention undertaken within the last 5 years

Eligibility : Career Service (Professional); Second Level Eligibility

Preferably with:

- Extensive experience in investments promotion and facilitation
- Knowledgeable in project plan preparation (Market, Technical and Financial)
- Developed an extensive network with key stakeholders in Cebu and the Visayas area
- Excellent oral and written communication in articulating key policies and programs of the BOI in her/his area of coverage
- Willing to travel to other regions as needed

Please submit the ff:

- *Application Letter (indicating 1 office and 1 item number of the position being applied for)*
- *Resume*
- *Fully accomplished Personal Data Sheet (CSC Form 212 rev. 2017)*
- *Diploma*
- *Transcript of Records*
- *Certificate of Eligibility; Bar/ Board Certificate*
- *Photocopies of Certificate of Supervisory Trainings/ Seminars*
- *Certificate of Employment from current & previous employers with duties and responsibilities*
- *Performance rating in the present position for one (1) year*

Note: Applicant/s with incomplete documents will not be processed.

DEADLINE FOR SUBMISSION:

04 February 2019

Please submit the documentary requirements to: 2F Financial and Administrative Service Board of Investments, 385 Sen. Gil Puyat Avenue, Makati City or email us at HRDD@boi.gov.ph