

VACANT POSITION

International Investments Promotion Service Americas Division

1 – Chief Investments Specialist (SG 24)

Item No.: CINS-23-1998

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:

- At least four (4) years of experience in doing investment promotion work

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*