

## VACANT POSITION

### **Infrastructure and Services Industries Service Services Division**

#### **1 – Chief Investments Specialist (SG 24)**

*Item No.: CINS-32-1998*

**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:**

- Background on industry/sectoral related works

#### **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](mailto:HRDD@boi.gov.ph)*