



Republic of the Philippines
BOARD OF INVESTMENTS
385 Sen Gil J. Puyat Avenue, Makati City



VACANT POSITION

Domestic Investments Promotion Service

1 – Director III (SG 27)

Item No.: DIR3-3-2015

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

Experience : 5 years supervisory / management experience

Training : 120 hours of supervisory / management learning and development intervention undertaken within the last 5 years

Eligibility : Career Service (Professional); Second Level Eligibility

Preferably:

- With experience in spearheading and implementation of local investment promotion programs with key stakeholders in the regions
- With experience in leading the organization and execution of Investments Roadshows with other Investments Promotion Agencies (IPAs), Foreign Trade Service Corps, Local Government Units and other stakeholders
- Must have undertaken at least one project with development partners such as UNDP, ABD CIDA in the implementation and enhancement of DTI and BOI programs
- Must have established a network with key stakeholders in the regions such as DTI-ROG, IPAs, development partners, Regional Development Councils and Local Government Units in the implementation of various programs in the regions
- With experience in content development for presentations and information materials for the regions

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/Managerial 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