



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



VACANT POSITION

Investments Policy and Planning Service

1 – Director III (SG 27)

Item No.: DIR3-12-1998

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:

- Graduate of Bachelor in Engineering, Economics, Math, Statistics, Business and other relevant courses
- With at least 3 years work experience in international negotiations or work with international organizations/institutions on industry development
- Has 5 years experience in sectoral/industry work and has a strong networking relationship with local industries
- Keen to details and has strong analytical and research skills
- Has strong communication skills, articulate clearly both with the written and spoken word
- Possesses good interpersonal skills
- With excellent computer proficiency such as Word, Excel and Powerpoint

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*