



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



VACANT POSITION

Infrastructure and Services Industries Service

1 – Director III (SG 27)

Item No.: DIR3-5-1998

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