

VACANT POSITION

Office of the Board Governor

Office of the Executive Director (Assistant Secretary Felicitas Agoncillo-Reyes)

1 – Executive Assistant III (SG 20)

Item No.: EXA3-2-2015 (Co-Terminus to the Officer)

Education	:	Bachelor's degree
Experience	:	2 years of relevant experience
Training	:	8 hours of relevant training
Eligibility	:	Career Service (Professional); Second Level Eligibility

Preferably with:

- Bachelor's degree in Economics, Marketing, Communications, Public Relations, International Studies or other related fields; Master's degree preferred
- Sustainability to undertake the responsibilities at the required level.
- Sufficient knowledge of Investment Promotion Strategies and the Investment climate of the Philippines
- Sufficient knowledge of development issues, with formal training or education
- A good network with IPAs, line agencies and industry organizations
- Excellent written and oral English communication skills
- Proficiency in a 3rd language (English and Tagalog plus) is strongly desired with formal training or education
- Strong organizational skills and computer skills, especially in the use of MS Word, Excel and Powerpoint
- Ability to communicate effectively at different organizational levels and interact with senior government officials and senior representatives of external organizations
- Strong interpersonal skills / ability to establish good working relationships with all levels of employees and ability to work independently and with a team
- Can work in a fast-paced environment and ability to manage priorities and workload within general schedule
- Ability to work multitasking and maintain composure under pressure or handling tight deadlines
- Relevant experience in management of projects
- Experience in development and implementation of LGU-based projects

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 Employment from previous employers with duties and responsibilities
- Certificate of Eligibility; Bar/ Board Certificate
- Photocopies of Certificate of Trainings/Seminars
- 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