

VACANT POSITION

Incentives Administration Service Non-Fiscal Incentives Division

1 – Investments Specialist (SG 15)

Item No.: IMENTS-2-1998

Education : Bachelor's degree relevant to the job

Experience : 1 year of relevant experience

Training : 4 hours of relevant training

Eligibility : Career Service (Professional); Second Level Eligibility

Preferably:

- With accounting, engineering or statistics background
- Computer literate (knowledge of MS Word and MS Excel is a must)
- Good communication skills in English (both oral and written)

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 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