

VACANT POSITIONS**Manufacturing Industries Service**

- 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

Heavy Industries Division**1 – Investments Specialist (SG 15)***Item No.: IMENTS-68-1998***Light Industries Division****1 – Investments Specialist (SG 15)***Item No.: IMENTS-63-1998***Preferably:**

- With good knowledge of manufacturing sectors
- Must have good oral and written communication skills
- With good accounting, financial and economic analysis skills
- Must be able to demonstrate ability and willingness to multi-task
- Must be able to demonstrate commitment to be diligent and conscientious in meeting set deadlines
- Must be able to work independently or with a team

Project Evaluation and Registration Division**1 – Investments Specialist (SG 15)***Item No.: IMENTS-90-1998***Preferably:**

- With good knowledge of manufacturing sectors
- With good accounting, financial and economic analysis skills
- Must be willing to work long hours, if required
- Must have good oral and written communication skills

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