

## VACANT POSITION

### **Investments Policy and Planning Service Planning and Management Division**

#### **1 – Planning Officer V (SG 24)**

*Item No.: PLO5-1-2015*

**Education** : Master's degree or Certificate in Leadership and Management from the CSC

**Experience** : 4 years supervisory / management experience

**Training** : 40 hours of supervisory / management learning and development intervention undertaken within the last 5 years

**Eligibility** : Career Service (Professional); Second Level Eligibility

#### **Preferably:**

- With Bachelor's degree in Business Administration, Management or Marketing
- With at least three (3) years of work experience in corporate planning and strategic management
- Has excellent oral and written communication skills
- Possesses good and necessary leadership and interpersonal skills
- A very good team player who can motivate and inspire members of his/her team to work productively
- Has pleasing personality

#### **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 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](mailto:HRDD@boi.gov.ph)*