

VACANT POSITION

Investments Policy and Planning Service International Relations Division

1 – Supervising Investments Specialist (SG 22)

Item No.: SVINS-19-1998

Education : Bachelor's degree relevant to the job

Experience : 3 years of relevant experience

Training : 16 hours of relevant training

Eligibility : Career Service (Professional); Second Level Eligibility

Preferably :

- With Bachelor's degree in Economics, Business or International Relations
- With at least three (3) years work experience in FTA-ROO and/or Goods negotiation
- With at least two (2) years exposure and/or with knowledge of Philippine industries such as manufacturing, services and resource-based
- Keen to details and has strong analytical and research skills
- Has excellent oral and written communication skills
- Has strong interpersonal skills
- Can do multi-task, self-motivated and team-oriented
- Proficient in computer operations such as use of Microsoft Word (Word, Excel, 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 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