

## VACANT POSITION

### **Manufacturing Industries Service Heavy Industries Division**

#### **1 – Supervising Investments Specialist (SG 22)**

*Item No.: SVINS-4-1998*

**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:**

- A Master's Degree in a relevant field
- With mentoring and coaching skills or experience
- (If from BOI-IDS) Must have demonstrated very satisfactory sectoral work or have accomplished a major activity towards the Service's achievement of its flagship or milestone project in the last two (2) years
- Must have excellent oral and written communication skills
- Must have sound, economic, business and financial analytical skills
- Must be willing to work long hours, if required

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