

Position Title : One (1) Administrative Officer V
Place of Assignment : International Commitments Negotiation Division (ICND)
PRC - PICC Office
Delegation Bldg., Philippine International Convention
Center (PICC), Vicente Sotto St., Pasay, Metro Manila

Qualifications

Education : Bachelor's degree relevant to the job
Experience : None required
Training : None required
Eligibility : None required
Other : Excellent research and project development skills;
Strong interpersonal, communication, and assessment
skills; Analytical, Problem-solving, and conflict resolution
skills, Organizational and time management skills; and,
exceptional professionalism and strong work ethics.

Job Description

1. Prepare/conduct research particularly on regulations/policies affecting services and the practice of professions, and analyze /interpret/review draft proposed collaboration instruments/agreement and commitments;
2. Prepare/draft briefing materials, talking points, position papers, and other technical documents for the Commission and the Professional Regulatory Boards related to international relations/trade including drafting policies, positions, and agreements;
3. Prepare/draft letters and communications with other governmental entities or private individuals/organizations;
4. Assist in the supervision and monitoring of the administrative tasks of the division;
5. Assist in the financial monitoring of the Division funds; and,
6. Perform other duties assigned from time to time.

Salary

Equivalent to Salary Grade 18 Php 51,304.00/month

Mode of Employment

Job Order Worker

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

- Duly accomplished and **NOTARIZED** Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized picture (CS Form No. 212, Revised 2017 which can be downloaded [at www.csc.gov.ph](http://www.csc.gov.ph))
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **04 February 2025** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO III)
P. Paredes St. cor. N. Reyes St., Sampaloc, Manila
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