

For Immediate Hiring

The ***Finance and Administrative Division (FAD)*** of the Philippine Council for Industry, Energy, Emerging Technology Research, and Development (PCIEERD) is looking for a result-driven, analytical, detail oriented and resourceful individual to fill the vacancy for:

Administrative Officer IV – Permanent
PCIEERDB-ADOF4-2-2018
SG 15 (P 29,010.00/mo)

Qualification:

- Civil Service Eligible (Professional) or with PRC License
- Must be a graduate of bachelor's degree preferably in Business Management, Finance, Accountancy or other related fields
- With at least two (2) years relevant experience preferably in government procurement
- With at least four (4) hours of relevant training
- Knowledgeable with COA and DBM rules and regulations
- Results-oriented, analytical and can work under pressure with minimum supervision
- With good decision making and analytical thinking skills
- With excellent oral and written communication skills as well as interpersonal and presentation skills
- With a strong work ethic, is team-oriented, dependable, self-motivated and with a positive attitude
- Knowledgeable in MS computer applications (Excel, Word, PowerPoint, Access)

Job Description:

- Provide assistance to Section Chief, specifically in the following: Procurement Planning and Management, BAC Secretariat work and Contract Management or PhilGEPS Compliance;
- Perform other related functions as may be assigned.

PCIEERD encourages interested applicants including persons with disability, members of the indigenous communities and any sexual orientation and gender identities to submit their *application letter, resume or PDS, and other relevant documents* to pcieerdhr02@gmail.com on or before **February 08, 2019**. Please indicate the position (AOIV) and division (FAD) as the subject of your email. Qualified applicants will be contacted, so please check your e-mail and keep your lines open.