

## 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 II – Permanent**  
**PCIEERDB-ADOF2-3-2018**  
**SG 11 (P 20,179.00/mo)**

### Qualifications:

- Civil Service Eligible (Professional) or with PRC License
- A graduate of BS Degree preferably under ABM Track or related fields
- With at least 1-year relevant experience preferably in government office
- With at least 8 hours of relevant training
- With excellent interpersonal, communication, and coordination skills
- Must be results-oriented, resourceful and can work with minimum supervision
- Must be a team player, must have a good working attitude, commitment, and dedication
- Knowledgeable in MS computer applications (Excel, Word, PowerPoint, Access)

### Job Description:

- Assist the Section Head in supervising and overseeing the operations of the Property Management Section;
- Prepare Annual Inventory of equipment and maintains inventory records;
- Prepare and review reports for disposal of serviceable and unserviceable properties under General and Grants-In-Aid funds;
- Prepare and issue Acknowledgement Receipt of Equipment (ARE), for equipment purchased and Inventory Custodian Slip (ICS) for semi-expandable supplies; and
- Perform other duties and functions that will be assigned from time to time.

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](mailto:pcieerdhr02@gmail.com) on or before **February 08, 2019**. Please indicate the position (AO II) 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.