



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 Assistant II
Permanent -PCIEERDB-ADAS2-3-2010
SG 8 – Php 19,744.00

Qualification:

- Must be a Career Service Professional (First level Eligibility) or PRC Registered (without this eligibility, application will not be processed);
- Must be a graduate of Bachelor's degree in Human resources, Psychology or other related fields;
- With (4) four hours of relevant training;
- With (1) one year of relevant experience;
- Knowledgeable in all HR pillars;
- Experience in government office is an advantage;
- Results-oriented, analytical and can work under pressure with minimum supervision;
- With excellent oral and written communication skills as well as interpersonal and presentation;
- With ability to lead and implement changes in the division.

Job Description:

- Assist in preparation of MC Benefits and regular payroll;
- Act as liaison officer;
- Assist in the Personnel Section in the implementation of personnel actions i.e. benefits administration, hiring and selection, training and development, awards and recognition, performance evaluation, and others;
- Maintains an effective record of personnel (201 files) office orders, communications and other documents;
- Provides administrative and support services for the personnel section;
- Performs other duties of a regular or special nature as assigned.

Competencies:

• **Core Competencies:** Delivering Service Excellence; Promotion Innovation; Exemplifying Integrity;

• **Functional Competencies:** Planning, Organizing and Programming; Building Collaborative Working Relationships; Communicating Effectively; Managing Records and Information; Analytical Thinking and Decision Making.

PCIEERD encourages interested applicants including persons with disability (PWD), members of the indigenous communities and any sexual orientation and gender identities to submit scanned/soft copies of the following documents to hr@pcieerd.dost.gov.ph on or before **March 30, 2024;**

- Fully accomplished Personal Data Sheet (PDS; CSC Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- Performance rating in the last rating period;
- Certificate of Eligibility/rating/license;
- Transcript of Records and Diploma;
- Summary of trainings/seminars/workshops attended;
- Updated Resume; and
- Application Letter addressed to:

DR. ENRICO C. PARINGIT

Executive Director

Please indicate the position **Admin. Assistant 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. ***Applications with incomplete documents will not be processed.***