



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:

Project Administrative Assistant IV
Contract of Service
SG 13 – Php 37,584.00/mo

Qualifications:

- Must be a graduate of Bachelor's Degree in Business Administration and other related fields;
- Results-oriented, analytical, and can work under pressure with minimum supervision;
- With good decision making and analytical thinking skills;
- With good organizational and time management skills;
- With excellent oral and written communication skills;
- Must be a team-player, have a good working attitude, commitment, and dedication.

Job Description:

- Coordinates, encodes, and monitors the record management database for the document Tracking System (TRACE) of the Office of the Chief Administrative Officer;
- Responsible for the overall incoming and outgoing email and hardcopy documents of the Finance and Administrative Division;
- Oversees and safekeeps all confidential communications and documents referred to the Chief Administrative Officer;
- Coordinates and maintains the electronic calendar or schedule of the Chief Administrative Officer, which includes, but is not limited to, arranging meetings, travel arrangements, attendance at conferences, and seminars;
- Manages the orderly disposition of incoming documents, requests, and communications;
- Prepares travel documents for local and foreign;
- Processes requests for payment of the Chief Administrative Officer;
- Runs errands and provides assistance in the preparation of reports and presentation material;
- Acts as the overall focal person of the Finance and Administrative Division in the Document Control Committee;
- Prepares special orders, memoranda, and other communications for the Finance and Administrative Division;
- Acts as disbursement support for both monitoring and routing of documents;



- Processes the cash advances and liquidation reports of the Chief Administrative Officer;
- Responsible for filing all records under the Office of the Chief Administrative Officer;
- Accesses and acts as needed in e-Voucher, PIS, HRMIS, and TRACE;
- Prepares a presentation as needed for the FAD Core Meeting;
- Prepares the minutes of the meeting for the FAD Core Meeting;
- Provides assistance in the Finance Unit;
- Provides assistance in the Administrative Unit;
- Prepares and processes the request for payment for PCIEERD electricity, water, and telephone bills on time;
- Processes requests for payment for the motor pool drivers cash advances and reimbursements during official travel;
- Performs other duties and functions that will be assigned from time to time.

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;
- **Technical Competencies:** Finance and Admin.

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 04, 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, if applicable;
- 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, division and posting number (**PAA IV – FAD-13-24**) 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.***