



For Immediate Hiring

The **Office of the Executive Director – (OED)** 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 II
Contract of Service
SG 11 – Php 32,400.00/mo

Qualifications:

- Preferably, a BS degree holder in Office Management, Business Administration, Information Technology and/or related fields;
- Preferably with at least one (1) year of experience in records management, office management, and/or other administrative processes;
- Preferably, with at least sixty (60) hours of training in relevant fields;
- Has sufficient knowledge of computer applications and information systems (i.e., Microsoft Office or its equivalent);
- With excellence in written and oral communication skills,
- Knowledge of project and financial management is an advantage;
- Able to multi-task and work under pressure with minimum supervision;
- With good decision making and analytical thinking skills;
- Must be a team player with strong work ethic, good working attitude, commitment and dedication;

Job Description:

- Assisting the Executive Director's calendar and schedule. This includes coordinating scheduled meetings, appointments, and travel;
- Manages the orderly disposition of incoming documents, requests, and communications;
- Accesses and acts on necessary documents through in-house systems;
- Coordinates, encodes, and monitors the record management database for the Document Tracking System (TRACE) of the Office of the Executive Director;
- Processing of travel documents includes the processing of pre- and post-travel of the Executive Director, local and international;
- Prepares communications such as letters, administrative and special orders, memoranda, etc.;
- Provides financial support services such as processing requests for payments, liquidation, and reimbursement;
- Provides general support to the Executive Director. This may include administrative tasks such as filing, ordering supplies, and managing budgets;



- Responding to inquiries and requests. This may include fielding phone calls, emails, and other forms of communication;
- Performs other functions 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:** Policy Development and Research Review; Project & Program Development Management; Performance Management; Project Viability and Sustainability; Applying Technical Expertise.

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 **June 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 II – OED-33-24**) 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.***