



For Immediate Hiring

The **Office of the Deputy Executive Director (ODED)** 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 Officer I
Contract of Service
SG 16 – Php 47,606.00/mo

Qualifications:

- Must be a graduate of Bachelor's Degree in Business Administration and other related fields;
- Experience in government office is an advantage;
- 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.

Job Description:

- Coordinates, encodes, and monitors the record management database for the document Tracking System (TRACE) of the Office of the Deputy Executive Director;
- Oversees and safekeeps all confidential communications and documents referred to the Deputy Executive Director;
- Oversees document and action referral to Divisions and secures proof of receipts from concerned divisions/personnel;
- Coordinates and maintains the electronic calendar/schedule of the Deputy Executive Director, which includes, but is not limited to, arranging meetings, travel arrangements, and attendance at conferences and seminars;
- Manages the orderly disposition of incoming documents, requests, and communications;
- Prepares documents for local and foreign travel;
- Processes requests for payment of Deputy Executive Director;
- Collates material references as needed by the Deputy Executive Director;
- Process cash advances and liquidation reports of Deputy Executive Director
- Responsible for filing all records under the Office of the Deputy Executive Director;



- Access and act as needed in e-Voucher, PIS, HRMIS, and TRACE;
- Assists in the management of the Executive Director's electronic calendar, including coordination of all appointments, meetings, and attendance at conferences and seminars;
- Provides overall administrative support to the Office of the Deputy Executive Director;
- 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:** 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 **December 3, 2023**;

- 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 (**PAO I – ODED-53-23**) 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.***