

Place of Assignment :	Finance and Administrative Division
Position Title :	Administrative Assistant II (Human Resource Management Assistant I)
Plantilla Item No. :	ODGB-ADAS2-61-2004
Salary/Job/Pay Grade :	8
Monthly Salary :	Php 19,744.00
Eligibility :	Career Service (Sub-Professional) 1st level eligibility
Education :	Completion of at least two (2) years in College
Training :	Four (4) hours of relevant training
Work Experience :	1 year of relevant experience
Competency :	<p>ORGANIZATIONAL: Agility and Resilience, Collaborating and Promoting Inclusion; Delivering Excellent Result; Solving Problems to Achieve Results; Strategic and Systems Thinking; and Socio-Economic Development Planning Advocacy.</p> <p>FUNCTIONAL: Business/Technical Writing, Computer Skill; Engaging Stakeholders; Development Partner Relationship Management; Managing Data and Information; Managing Meetings/ Meeting and Support Administration; Research and Analysis; Oral Communication; Human Resource Management; Finance and Budgeting; Physical Resource and Asset Management; and Procurement and Supply Management.</p>

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing and should have a Scholastic General Weighted Average of 80% to qualify. Personally submit or send through courier/email the application letter and the following documents not later than June 30, 2023.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet Attachment (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
5. Training Certificates

Note: For qualified applicants, the NEDA Qualifying Examination is required, the schedule of which shall be announced later.

NEDA-CAR provides equal employment opportunities to its employees and applicants regardless of age, civil status, religion, ethnicity, sex, gender identity, or disability.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

SUSAN A. SUMBELING

Regional Director

NEDA-CAR, Botanical Garden, Baguio City
car@neda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : May 19, 2023

Closing Date : June 30, 2023