



## For Immediate Hiring

The ***Policy Coordination and Monitoring Division (PCMD)*** 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 I  
Permanent -PCIEERDB-ADAS1-2-2010  
SG 7 – Php 18,620.00**

### Qualification:

- Must be a Career Service Professional (First level Eligibility) or PRC Registered (without this eligibility, application will not be processed);
- Completion of two years studies in college
- Preferably be a graduate of Bachelor's degree in Office Administration or other related courses;
- Must be good in written and oral communication;
- Knowledgeable in preparation of presentations, spreadsheets, and data generation;
- Excellent in interpersonal skills;
- Preferably at least (1) year of relevant experience;
- Preferably at least (8) hours of relevant training;
- Result-oriented, analytical, resourceful and can work with the team;
- With Good working attitude, committed and dedicated to work.

### Job Description:

- Performs a variety of skilled clerical task;
- Maintain files of official records and documents;
- Review and process applications/request to determine completeness of documents;
- Types routine office correspondence, endorsements, report and memorandums;
- 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](mailto: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](http://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 I** and division (**PCMD**) 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.***