JOB VACANCIES

The Department of Foreign Affairs has opened applications for the following positions:

I. **Chief Accountant** (Home-based Permanent Item)

   Qualification Requirements:

   Education : Master’s degree

   Experience : Five (5) years of supervisory experience in the field of accounting in an organization with at least 20 subordinates.

   Training : 120 hours of managerial training covering combination of the following areas:
   - Advanced Leadership Practices
   - Planning and Organizing
   - Controlling Operations
   - Human Resource Management
   - Performance Management
   - Financial/Budget Management
   - Managerial Communications
   - Such other specialized areas relevant in the Department.

   Eligibility : Certified Public Accountant
II. General Clerk (Contractual Item)
- CAD Operator
- Consular Assistant
- Human Resource Assistant
- Inventory Assistant
- IT Specialist/ Web Developer
- Multimedia Specialist
- Researcher
- Telephone Operator

Qualification Requirements:
Age: No more than 30 years old
Education: Bachelor’s degree major in Accountancy or its equivalent
Eligibility: Certified Public Accountant or Civil Service Sub Professional/ Professional or its equivalent

IV. Legal Assistant/ Legal Officer (Contractual Item)

Qualification Requirements:
Age: No more than 30 years old
Education: Bachelors of Law
Eligibility: BAR or Civil Service Sub Professional/ Professional or its equivalent
V. Technical Skilled Personnel (Contractual Item and Contract of Service Positions)

- Air-conditioning Technician
- Carpenter
- Drivers
- Electrician
- Mason
- Master Plumber
- Painter

Qualification Requirements:

Age: No more than 30 years old
Education: At least 2 years in college or Completion of relevant Vocational/Trade course
Eligibility: Civil Service Sub Prof is an advantage or Relevant Certification from TESDA

Interested applicants may submit their resume with colored passport picture, transcript of records, diploma, certificate of civil service eligibility or its equivalent, certificate of previous employment (if applicable) and NBI clearance addressed to:

The Director
Personnel Management Division
Office of Personnel and Administrative Services
Department of Foreign Affairs
3/F DFA Building, 2330 Roxas Boulevard
Pasay City

The deadline for submission of applicants is on June 28, 2013 (Friday).

For other details, applicants may contact 834-3349 or 834-3220