



DEPARTMENT OF FOREIGN AFFAIRS

Job Vacancy

Administrative Officer IV* (Statistician)

Salary: SG-15 (PhP32,053.00)

Number of Vacant Positions: One (1)

Office: Human Resources Management
Office (HRMO), DFA, Roxas Blvd.,
Pasay City

Minimum Qualifications:

- ❖ Filipino citizen;
- ❖ Bachelor's degree in Mathematics, Statistics or other related courses;
- ❖ Professional/Second Level Eligibility;
- ❖ One (1) year relevant work experience
- ❖ Four (4) hours relevant training
- ❖ With sufficient experience in Microsoft Office and GSuite Productivity Tools (Google Docs, Sheets, and Slides)

General Functions of the Position:

- ❖ Regularly review and monitor the staffing pattern of Foreign Service Posts (FSP), the Home Office and Consular Offices and provide recommendations based on the results
- ❖ Maintain the matrices and database related to filled and unfilled plantilla items and distribution across FSPs and other Offices
- ❖ Assist Plantilla section in updating plantilla items
- ❖ Keep track of developments on matters related to the tasks of the Change Management Team
- ❖ Provide analysis as inputs for HRMO's position on key organizational concerns that impact the human resource requirement in the Department

*Position is not eligible for foreign assignment.

Interested applicants are requested to submit the following requirements in PDF format to hrmo.recruitment@dfa.gov.ph and write in the subject line **Application for AO IV - Statistician**:

- Duly accomplished DFA application form (<https://dfa.gov.ph/images/2020/Fo rms/DFA-Application-Form-Rev2.pdf>)
- Duly accomplished Work Experience Sheet (<https://dfa.gov.ph/images/2018/job -vacancies/September/03/Work-Experience-Sheet.pdf>)
- Updated resumé with colored photo
- Copy of your civil service eligibility
- Copy of transcript of records AND diploma
- Copy/ies of relevant training certificate/s
- Valid NBI clearance (or proof of renewal or new application)

Certificate/s of Good Moral Character from current/previous employer or school, whichever is applicable, may be required by HRMO during the selection process.

Incomplete submission of documents will not be accepted/processed

Qualified applicants will be invited for interview and examinations in the email address indicated in their application form.

DFA implements equal employment opportunity for Persons with Disability in accordance with RA 10524 (An Act Expanding the Positions Reserved for Persons with Disability, amending for the purpose RA 7277, as amended, otherwise known as the Magna Carta for PWDs).

Deadline of submission of application is on **29 January 2021 at 5:00 P.M.**