

### Administrative Officer V\* (Senior Personnel Specialist)

Salary: SG 18 (PhP42,159.00)

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 Psychology;
- ❖ Licensed Psychometrician;
- ❖ Two (2) years relevant experience preferably in recruitment and selection; supervisory/managerial experience is an advantage;
- ❖ Eight (8) hours relevant training preferably in Human Resource;
- ❖ Excellent written and oral communication skills;
- ❖ Excellent interpersonal skills; and
- ❖ Willing to conduct recruitment in NCR and other provinces

#### General Functions of the Position:

- ❖ Oversees and manages the daily operation of Recruitment Section;
- ❖ Manages the development, implementation, organization, and control of all facets of recruitment;
- ❖ Drafts memoranda, faxes, letters and emails regarding recruitment-related matters and queries;
- ❖ Coordinates with hiring office on the posting and hiring of vacant positions;
- ❖ Prepares contracts, appointment papers, office orders, and other documentary requirements of newly-hired non-plantilla personnel;
- ❖ Perform such other duties and responsibilities in the exigencies and best interest of the service.

\*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](mailto:hrmo.recruitment@dfa.gov.ph) and write in the subject line **Application for AO V (Senior Personnel Specialist)**:

- 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 Rpm license and/or PRC certificate
- 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.**