



DEPARTMENT OF FOREIGN AFFAIRS

JOB VACANCY

Project Officer (Contract of Service)

Work Location: Office of ASEAN Affairs, DFA Main Building, Roxas Blvd. Pasay City; Manila or areas near Manila (TBC)

Salary : P25,000.00/month

Number of Vacancy: Two (2)

Minimum Qualifications:

- ❖ Filipino citizen
- ❖ Graduate of a Bachelor's Degree Mass Communication, IT-related courses, International Relations, Political Science or Applied Sciences
- ❖ Previous work experience would be preferable
- ❖ Able to write reports and draft business correspondence and speeches
- ❖ Can work with a team, is a team player
- ❖ Confident and able to deliver presentations in a meeting
- ❖ Willing to learn new skills in the course of work
- ❖ Takes responsibility and pride in outcome of work
- ❖ Willing to have a career in the Department

General Functions of the Position:

- ❖ Handles administrative and substantive matters pertaining to the 2 projects in the ASEAN Intergovernmental Commission on Human Rights (AICHR);
- ❖ Make project timelines and meet them;
- ❖ Troubleshoot situations and offer practical solutions in a timely manner;
- ❖ Produce substantive work and be forward looking, anticipate issues/concerns that may affect the success of the projects;
- ❖ Results-oriented, meaning willing to work overtime and during weekends to meet deadlines;
- ❖ Perform liaison work with staff of AICHR representatives of ASEAN Member States;
- ❖ Able to draft reports, concept papers, press releases and other basic correspondence;
- ❖ Prepare presentations and is knowledgeable of basic software applications for presentations; and
- ❖ Willing to do other additional tasks assigned for the purpose of enhancing one's professional competence.

Interested applicants are requested to submit in **PDF** format the following requirements via email at hrmo.recruitment@dfa.gov.ph and write in the subject line **Project Officer for ASEAN (Contract of Service)**:

- Duly accomplished DFA application form (downloadable at <https://dfa.gov.ph/images/2020/Forms/DFA-Application-Form-Rev2.pdf>)
- Updated resumé with colored photo
- Copy of transcript of records and diploma or certificate of graduation fresh graduates
- 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.

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).

Qualified applicants will receive a notification at the email address indicated in their application form.

Deadline of submission of application is on 18 January 2021 at 5:00 P.M.