



# DEPARTMENT OF FOREIGN AFFAIRS

## Job Vacancy

### Administrative Officer IV (Psychologist) (Regular/Plantilla)

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 Psychology;
- ❖ Licensed Psychologist with all the required documentations and authority to render the Services;
- ❖ One (1) year relevant work experience preferably in providing in-person and online psychosocial counselling;
- ❖ Four (4) hours relevant training

#### General Functions of the Position:

- ❖ Provide psycho-social interventions to personnel;
- ❖ Conduct in-person counselling and online sessions through social media applications;
- ❖ Provide talk therapy and preliminary diagnosis for identified problematic personnel;
- ❖ Conduct debriefing of Recalled Personnel;
- ❖ Provide psychosocial counselling for personnel leaving for foreign posts;
- ❖ Provide individual assessment of psychological faculties and resources;
- ❖ Provide appropriate referrals of personnel for further and specialized testing with outside psychologist;
- ❖ Recommend personnel for further psychological services, if necessary; and
- ❖ Submit regular summary reports that include evaluation and recommendations, and the total number of counselling hours availed per personnel from sessions.

\*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 IV - Psychologist**:

- Duly accomplished DFA application form (<https://dfa.gov.ph/images/2020/Forms/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 valid 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 PM**.