



# DEPARTMENT OF FOREIGN AFFAIRS

## JOB VACANCIES

### DFA Consular Office - Clarin

## Administrative Officer III\* (Records Officer)

**Salary Grade:** 14 (Php 30,799.00)

**Number of Vacant Position:** One (1)

**Office Location:** Clarin Town Center, Clarin Misamis Occidental

### Minimum Qualifications:

- ❖ Filipino citizen;
- ❖ Bachelor's degree relevant to the job
- ❖ Civil Service Professional/Second Level Eligibility;
- ❖ Resident or willing to relocate to Clarin;
- ❖ One (1) year of relevant work experience;
- ❖ Completion of four (4) hours of relevant training;
- ❖ Proficient computer skills particularly in the use of internet and email, computers, word processing, spreadsheets and databases;
- ❖ Written and oral proficiency in English and Filipino;
- ❖ Responsible and diligent in the required work;
- ❖ Excellent interpersonal skills to be able to deal pleasantly, accurately and swiftly with the public and consular office staff -- in person, email, and on the phone;
- ❖ Knowledgeable in the methods, practices relative to filing, sorting, servicing files, retention, maintenance, and disposition of records.

### General Functions of the Position:

- ❖ Maintain the CO's information system and database;
- ❖ Maintain DFA CO's communications, and general records;
- ❖ Provide and facilitate the smooth and secured flow of incoming and outgoing communications of the CO;
- ❖ Ensure security, reliability and optimum utilization of the CO's communication services;
- ❖ Take effective custody of the CO's records and archives to ensure their security as well as the user's easy access to documents; and
- ❖ Ensure the security and safety of the CO's records.

\*This position is not eligible for foreign assignment.

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 **Application for Records Officer in CO Clarin:**

- Duly accomplished DFA application form and Work Experience Sheet (downloadable at <https://dfa.gov.ph/images/2020/Forms/DFA-Application-Form-Rev2.pdf>)
- and <https://dfa.gov.ph/images/2018/job-vacancies/September/03/Work-Experience-Sheet.pdf>
- Updated resumé with colored photo
- Photocopy of professional or second level civil service eligibility
- Photocopy of transcript of records **AND** diploma (if unavailable a Certificate of Graduation will suffice)
- Photocopy/ies of relevant training certificates
- Valid NBI clearance (or proof of renewal or new application)

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).

**Incomplete submission of documents will not be accepted/processed.**

Most Qualified applicants will be invited for a pen-and-paper test and interview at the email address indicated in their application form.

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