



# DEPARTMENT OF FOREIGN AFFAIRS

## JOB VACANCY

### Economic Policy Research Assistant (Contract of Service)

**Salary:** Php 40,000.00 / month

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

**Office Location:** Office of the Undersecretary for Multilateral Affairs and International Economic Relations (OUMAIER), DFA Main Building, Roxas Blvd. Pasay City

**Minimum Qualifications:**

- ❖ Filipino citizen;
- ❖ Juris Doctor degree is preferred; Bachelor's degree in Political Science, International Relations, Economics, and Business Administration may be considered;
- ❖ Experience preferably in economic policy research, international trade, and legal affairs;
- ❖ Excellent written and oral communication skills;
- ❖ Computer skills (e.g. managing data in MS Excel, infographics creation);
- ❖ Knowledge in international economic policies and trade;
- ❖ Pays attention to details;
- ❖ Can work independently and collaboratively; and
- ❖ Can interpret technical reports in detail, analyze trade data, and draw logical conclusions.

**General Functions of the Position:**

- ❖ Gather information in the collection of economic policy resources for the DFA-OUMAIER library;
- ❖ Assist in undertaking trade related positions, drafting and negotiations in support of the WTO and the multilateral trading system;
- ❖ Conduct economic policy research on WTO issues and concerns;
- ❖ Analyze trade data and technical reports of the WTO;
- ❖ Coordinates with various stakeholders on Philippine participation on regional, multilateral, international economic, negotiations and organizations;
- ❖ Prepares briefers and talking points on international trade and WTO issues and concerns;
- ❖ Coordinates DFA participation in the WTO Ministerial Conferences and other related meetings;
- ❖ Assists in the administrative and substantive preparations for the hosting of various local and international WTO-related meetings; and
- ❖ Performs other related research duties as may be assigned by immediate superiors.

Interested applicants are requested to submit in **PDF format** the following requirements via email at [hrmo.recruitment@dfa.gov.ph](mailto:hrmo.recruitment@dfa.gov.ph) and write in the subject line **Application for Economic Policy Research Assistant (COS)**:

- 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
- Copy of transcript of records and diploma
- Valid NBI clearance (or proof of renewal or new application)

Incomplete submission will not be accepted.

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

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).

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

**Deadline of submission of application is on 14 June 2021 at 5:00 P.M.**