



DEPARTMENT OF FOREIGN AFFAIRS Job Vacancy

Administrative Assistant IV

Salary Grade: 10 (Php 25,586.00) + 15% Premium Pay (Php 3,837.90)

Number of Vacant Position/s: Fifteen (15)

Office Location: Office of ASEAN Affairs (ASEAN),
DFA Temporary Headquarters - Double
Dragon Tower, EDSA Ext., Pasay City

Minimum Qualifications:

- ❖ **Education:** Bachelor's Degree in the field of Social Sciences or Communications (Advantage: International Relations/Foreign Affairs, Political Science, Asian Studies, ASEAN Studies)
- ❖ **Work Experience:** with experience in drafting communications, events planning and management, liaison work, familiarity with ASEAN pillars and Sectoral Bodies is a plus

Other Qualifications:

- ❖ Computer Literacy - exhibits above-average knowledge in Google Workspace and Microsoft Office; recommends technologies to increase efficiency in the performance of one's duty
- ❖ General Records and Information Management - Demonstrates intermediate knowledge of records classification, retention, archiving, and disposal processes; organizes logically and stores records and information with minimal supervision; maintains the security and integrity of records and information independently.
- ❖ Planning and Organizing - Exhibits intermediate knowledge of planning and organizational systems and processes; creates systematic and proactive courses of action to achieve a goal or complete a task independently; Implements goals and tasks according to set budget, quality standards, and deadlines in a timely manner; exhibits efficient collaboration with the team, especially under pressure, to achieve desire objectives

Interested applicants are requested to submit in PDF format the following documentary requirements to hrmo.recruitment@dfa.gov.ph and write in the subject line **Application for Administrative Assistant IV (COS) - ASEAN:**

- Duly accomplished DFA application form with colored photo (https://dfa.gov.ph/images/2022/Forms/DFA_Application_Form_Revision_02.pdf)
- Duly accomplished Work Experience Sheet (https://dfa.gov.ph/images/2018/job-vacancies/September/03/Work_Experience-Sheet.pdf)
- Updated resumé
- Copy of diploma and transcript of records
- Copy of certificate of eligibility/rating/license
- Copy of training certificates
- Valid NBI clearance (or proof of renewal or new application)
- Copy of Performance Rating in the last rating period (if applicable)

Incomplete submission will not be accepted.

The opportunity for employment shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances pursuant to existing government laws, rules and regulations.

Most qualified applicants will be invited for examination and interview at the email address indicated in their application form.

Note: Applications will be accepted until the position is filled.



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General Functions of the Position:

- Assist in administrative and substantive preparations for meetings;
- Draft talking points, briefing papers, delegation briefers, reports, concept notes, press releases, and other correspondences (i.e. memoranda, Notes Verbales, formal letters, among others);
- Analyze reports, inputs, concept papers, and briefing materials, conduct research, distill critical information, and consolidate and synthesize information for use in briefing materials, briefing notes, negotiations, and reports, among others;
- Perform administrative and logistical duties to support principals/supervisors on official meetings, and other activities, as necessary (i.e. travel authorities, transportation order and other arrangements, Air/Land/Port courtesies arrangements, liquidation of reimbursements, among others);
- Establish networks and perform liaison work with counterparts from other ASEAN Member States' National Secretariats;
- Establish networks and perform liaison work with representatives from offices within the Department, Government partner agencies, other national line agencies, and international organizations/agencies;
- Serve as rapporteur to accurately document and summarize discussions, proceedings, and outcomes of official meetings and ensure that records are complete;
- Perform technical hosting and duties, and is knowledgeable of software applications for presentations;
- Prepares communications and other relevant documents;
- Provide necessary support in preparation for the PH ASEAN Chairship in 2026 including but not limited to logistical requirements for international and local conferences, workshops, and meetings;
- Provide staff support in coordination, monitoring, reporting and operations of the Office;
- Organize, monitor, and file communications and records (both electronic and hard copies)