



DEPARTMENT OF FOREIGN AFFAIRS

JOB VACANCY

Administrative Assistant I (Computer Operator I) - HRMO - Benefits and Wellness Division (Contract of Service)

Office: Human Resources Management Office -
Benefits and Wellness Divisions
Location: DFA Temporary Headquarters - Double
Dragon Tower, EDSA Ext., Pasay City
Salary: Php 20, 110.00 + 15% Premium
(Php 3, 016.50) /month
Vacancy: One (1) Position

Minimum Qualifications:

- ❖ Graduate of any Bachelor's Degree (a bachelor's degree in a field related to Computer Science, Information Technology, or Software Development is an advantage);
- ❖ Relevant work experience related to Google Workspace and Microsoft Office;
- ❖ Work experience or knowledge related to application development, web programming languages, and front-end technologies is an advantage;
- ❖ Proficiency in using the Google Workspace and Microsoft Office;
- ❖ Able to manage multiple responsibilities and prioritize tasks effectively in a fast-paced environment;
- ❖ Good analytical and problem solving skills.

Interested applicants are requested to submit to [Application Portal](#) the following requirements in PDF format:

- Duly accomplished [DFA application form](#) with colored photo
- Duly accomplished [Work Experience Sheet](#)
- Updated resumé
- Copy of transcript of records
- Copy of diploma
- Copy of valid NBI clearance or proof of 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.

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.

Incomplete submission of documents will not be accepted/processed.

Most qualified applicants will be invited for examination and interview through email.

Deadline of submission of applications: **09 May 2025, 5:00 PM**



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General Functions of the Position:

- To encode information to the Human Capital;
- To assist in the encoding of the PLCCs of DFA Personnel and;
- To perform other tasks as assigned by the Division Director or immediate supervisor.