

**Administrative Officer IV***

Salary Grade: 15 (Php 40,208.00)
Number of Vacant Position: One (1)
Item Number: OSEC-DFAB-ADOF4-53-2020
Office Location: HRMO, Double Dragon Tower, DD Meridian Avenue corner EDSA extension, Pasay City.

CSC Prescribed Qualification Standards:

Education: Bachelor's degree relevant to the job

Training: Four (4) hours of relevant training

Experience: One (1) year of relevant experience

Eligibility: Career Service Professional/Second Level Eligibility

Preferred Qualification Standards:

Education: Bachelor's Degree in Psychology or other relevant courses

Training: Four (4) hours of relevant training

Experience: One (1) year of relevant experience

Eligibility: RA 1080 (Registered Psychometrician)

Additional Qualifications:

- ❖ Excellent communication and writing skills
- ❖ Strong organizational and interpersonal skills
- ❖ Knowledge of health and wellness principles

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 AO IV in HRMO:**

- 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 professional or second level civil service eligibility
- Copy of transcript of records and diploma
- Copy/ies of relevant in-service training certificates
- 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.

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.

Human Resources Management Office



Administrative Officer IV*

- ❖ Emotionally mature and empathetic, with the ability to understand others' perspectives
- ❖ Interest in human behavior and staff well-being
- ❖ Proficient in Microsoft Office and Google Workspace applications

General Functions of the Position:

- ❖ Provide administrative and technical assistance to the Wellness Section;
- ❖ Assist in the planning, coordination, and organization of wellness-related programs and initiatives;
- ❖ Procure services of consultants/providers for the conduct of wellness activities;
- ❖ Collect, review, and analyze data related to wellness programs and prepare corresponding reports, charts, and presentation materials using Google Workspace;
- ❖ Draft official correspondences such as memos and letters;
- ❖ Attend meetings, workshops, and other engagements related to wellness activities;
- ❖ Maintain databases, files, and other relevant records;
- ❖ Perform a wide range of functions under the general guidance of the supervisor; and
- ❖ Carry out other duties and responsibilities that may be assigned from time to time.

* This position is not eligible for foreign assignment.

Incomplete submission of documents will not be accepted/processed.

The most qualified applicants will be invited for a test and interview at the email address indicated in their application form.

Deadline of submission of application is on 27 April 2025 at 5:00 P.M.