



## Foreign Service Staff Officer IV

**Designation:** Mechanical Engineer  
**Salary Grade:** SG 13 (PhP 34,421.00)  
**Number of Vacant Positions:** One (1)  
**Item No:** OSEC-DFAB-FSSO4-51-1998  
**Office Location:** Office of Asset Management and Support Services (OAMSS) - Double Dragon Tower, EDSA Ext., Pasay City

### CSC Prescribed Qualification Standards:

**Education:** Bachelor's degree relevant to the job  
**Training:** None Required  
**Experience:** None Required  
**Eligibility:** RA 1080 (Mechanical Engineer)

### Other Qualifications:

- ❖ Knowledge in design and calculations of HVAC system and cost estimates of constructions materials
- ❖ Written and oral communication skills
- ❖ Basic PCO Training Course by an EMB-recognized training organization
- ❖ Computer skills
- ❖ Trustworthy, dependable and Team Player

### Duties and Responsibilities:

- ❖ Inspect and prepare reports on mechanical, plumbing and sanitation related projects.
- ❖ Draft memoranda and letters related to engineering projects.
- ❖ Monitor contracts of outsource companies involved in mechanical, plumbing and sanitation works.
- ❖ Ensure proper performance, operation, and maintenance of environmental management facilities or systems of the Department.
- ❖ Perform coordination work between the Department and other relevant government agencies and private entities involved in the implementation of pollution control standards.
- ❖ Ensure the Department's compliance with the requirements of PD 1586, RA 6869, RA 9003, RA 9275 and their corresponding implementing rules and regulations.
- ❖ Perform other functions congruent with the mandate of the Office or Division of assignment.

Interested applicants are requested to submit in PDF format the following documentary requirements via email at [hrmo.recruitment@dfa.gov.ph](mailto:hrmo.recruitment@dfa.gov.ph) and write in the subject line Application for FSSO IV-Mechanical Engineer in OAMSS:

- Duly accomplished DFA application form with colored photo (downloadable at [https://dfa.gov.ph/images/2022/Forms/DFA\\_Application\\_Form\\_Revision\\_02.pdf](https://dfa.gov.ph/images/2022/Forms/DFA_Application_Form_Revision_02.pdf));
- Work Experience Sheet (downloadable at <https://dfa.gov.ph/images/2018/job-vacancies/September/03/Work-Experience-Sheet.pdf>);
- Updated resumé;
- Copy of valid professional license;
- Copy of transcript of records and diploma or certificate of graduation fresh graduates;
- Copy of relevant training and/or seminar certificates;
- Valid NBI clearance (or proof of renewal or new application).

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.

**Deadline of submission of application is on 05 May 2025 at 5:00 P.M.**