

DEPARTMENT OF FOREIGN AFFAIRS

JOB VACANCY

Administrative Officer V*

Compensation: Salary Grade 18 (Php 51, 304.00)

Number of Vacant Position: One (1)

Item Number: OSEC-DFAB-ADOF5-59-2020

Place of Assignment: Human Resources Management Office (HRMO), Recruitment Section, DFA Temporary Headquarters - Double Dragon Tower, EDSA Ext., Pasay City

CSC Prescribed Qualification Standards:

Education: Bachelor's degree relevant to the job

Training: 8 hours of relevant training

Experience: 2 years of relevant experience

Eligibility: Career Service Professional/Second Level Eligibility

Preferred Qualification Standards:

Education: Bachelor's degree in Psychology

Training: Have at least 8 hours of relevant training in test administration and interpretation and the Omnibus Rules on Appointments and other Human Resources Actions

Experience: With at least (2) years experience in government recruitment and selection process

Eligibility: RA 1080 (Psychometrician)

Technical Competencies:

- ❖ Test administration and Interpretation;
- ❖ Attention to Details;
- ❖ Computer Literacy;
- ❖ Planning and Organizing;
- ❖ HR Planning, Recruitment, Selection and Placement

General Functions of the Positions:

- ❖ Oversees and manages daily operation of Recruitment Section and Internship Unit;
- ❖ Formulates/develops and implements policies/ guidelines and innovations related to Recruitment and Student Internship;
- ❖ Ensures compliance of the Department to pertinent regulations of the Department of Budget and Management (DBM), Civil Service Commission (CSC), Commission on Audit (COA), and Commission on Higher Education (CHED);

Interested applicants are requested to submit in **PDF format** the following requirements via **email** at hrmo.recruitment@dfa.gov.ph and write in the subject line **Application for Administrative Officer V:**

- Duly accomplished DFA application form with **colored photo** (downloadable at 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 professional or second level civil service eligibility;
- Copy of transcript of records and diploma or certificate of graduation fresh graduates;
- Copy of relevant training and/or seminar certificates; and
- 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.

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General Functions of the Position:

- ❖ Prepares project proposals and budget allocation of the Section;
- ❖ Provides supervision, coaching and mentoring for Recruitment Staff;
- ❖ Handles the competitive examination for FSSo IV and FSSE II;
- ❖ Reviews and provides valuable inputs in recruitment related correspondences, memoranda, faxes and letters;
- ❖ Attends HRMPSB Deliberations for Home-Based positions;
- ❖ Provides technical assistance to Hiring offices in relation to recruitment related policies;
- ❖ Performs other tasks as may be assigned by the Assistant Secretary, Executive Director, RSPD Director and Assistant Director.

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.

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 15 July 2025 at 5:00 P.M.