



# DEPARTMENT OF FOREIGN AFFAIRS

## JOB VACANCY

### Archivist I (Contract of Service)

**Salary Grade:** 10 (Php 25, 586.00) + 5.5%  
Premium Pay (Php 1, 414.00)

**Number of Vacant Position/s:** One (1)

**Office Location:** Office of Asian and Pacific  
Affairs (ASPAC), DFA Temporary  
Headquarters - Double Dragon Tower,  
EDSA Ext., Pasay City

#### Minimum Qualifications:

- Graduate of a Bachelor's degree in Library and Information Science or any bachelor's degree relevant to the job;
- PRC Licensed Librarian;
- Preferably has experience as Archivist;
- Excellent computer skills;
- Possesses knowledge in archives principles and standards;
- Able to work independently as well as in a team environment;
- Having work experience in project management is an advantage.

#### General Functions of the Position:

- ❖ Develops and implements procedures for the acquisition, processing, digitization, and preservation of archival records, including but not limited to, accessioning, indexing, and labeling of archival records;
- ❖ Carry out preservation and conservation methods for analog and digital records in various media, for ease of retrieval of records;
- ❖ Conduct inventory of archival records;
- ❖ Extend necessary support to ASPAC in ascertaining files/records to be kept or disposed;
- ❖ Keep and manage in confidentiality files relative to e-Records Management System (e-RMS);
- ❖ Drafts correspondence relative to archival records;
- ❖ Performs other duties and responsibilities as may be required by the Head of Office/Division.

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

- Duly accomplished [DFA Application Form](#) with colored photo
- Duly accomplished [Work Experience Sheet](#)
- Updated resumé
- Copy of transcript of records AND diploma
- Valid NBI clearance (or proof of renewal or new application)

**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 through the email address indicated in their application form.

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