



DEPARTMENT OF FOREIGN AFFAIRS

Job Vacancy

Administrative Assistant II (Contract of Service)

Salary Grade: 8 (Php 21, 448.00) + 20% Premium Pay
(Php 4, 289.60)

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

Office Location: Office of Financial Management Services (OFMS), DFA Temporary Headquarters - Double Dragon Tower, EDSA Ext., Pasay City

Minimum Qualifications:

- ❖ **Education:** Bachelor's Degree in Accountancy, Business Administration or other related fields;
- ❖ **Work Experience:** preferably one (1) year working experience.
- ❖ **Skills and abilities:**
Maintains high standard of integrity and dependability;
Demonstrates a strong commitment to extended working hours when required;
Exhibits flexibility and adaptability.

General Functions of the Position::

- ❖ Analyze and record reports of collections and disbursements of the Department;
- ❖ Assist in the preparation of the Department's financial statements;
- ❖ Assist in analyzing General Ledgers (GLs) and Subsidiary Ledgers (SLs) of various accounts requiring adjustments
- ❖ Assist in the preparation of accounting books, registries, records, forms, and other financial reports;
- ❖ Prepare replies to incoming and outgoing communications;
- ❖ Perform other functions that may be delegated by the supervisor from time to time.

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.