



DEPARTMENT OF FOREIGN AFFAIRS

JOB VACANCY

Bookkeeper (Contract of Service)

Salary Grade: 8 (Php 21,448) + 20% Premium pay
(Php 4,289.60)

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

Office Location: Office of Financial Management Services (OFMS), DFA Main Bldg, Roxas Blvd., Pasay City

Minimum Qualifications:

- ❖ **Education:** Bachelor's Degree of any Business-related course
- ❖ **Work Experience:** None
- ❖ **Skills and Abilities:**
Proficient in MS Excel and working knowledge of other MS Office applications;
Ability to work under pressure and with minimal supervision;
Organized and demonstrated strong written and oral communication skills.

General Functions of the Position:

- ❖ Process Provident Fund loan applications;
- ❖ Prepares employee ledger of contributions and loans;
- ❖ Prepares documents of retirees and resigned employees;
- ❖ Act as Liaison Officer to authorized banks and other offices.

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

- Duly accomplished [DEA 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.