



# DEPARTMENT OF FOREIGN AFFAIRS

## Planning Officer III (Contract of Service)

**Salary Grade:** 18 (Php 51, 304.00) + 5%  
Premium Pay (Php 2, 565.20)

**Number of Vacant Position/s:** Two (2)

**Office Location:** Office of the United Nations  
and International Organizations (UNIO),  
DFA Temporary Headquarters - Double  
Dragon Tower, EDSA Ext., Pasay City

### Minimum Qualifications:

- Graduate of a Bachelor's degree preferably in International Relations, Peace Studies, Foreign Service, Social Science, Public Policy, Economics, or any related course;
- Preferably with two (2) years work experience related to government procurement, event/conference planning and implementation, project development, and report/technical writing;
- Capable in technical writing, analytical thinking, interpersonal communication, stakeholder management;
- Is adaptable and diligent.

### General Functions of the Position:

- ❖ Serve as the primary focal point for the planning, implementation, evaluation, and reporting on the International Conference on Women, Peace, and Security;
- ❖ Responsible for coordinating, liaising, and managing relations with Conference partners, suppliers, speakers, and participants;
- ❖ Ensure smooth logistical preparation and execution of the event;
- ❖ Prepare conference documents, including but not limited to concept notes, technical briefs, letters, memoranda, event scenario, event script, etc.;

## JOB VACANCY

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.**



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## JOB VACANCY

### **General Functions of the Position:**

- ❖ Conduct research related to the WPS agenda, its history and development, stakeholders, etc;
- ❖ Coordinate and assist in the conduct of preparatory and post-event meetings;
- ❖ Write and develop the Conference Report;
- ❖ Perform other functions that may be assigned by the immediate supervisor.