



# DEPARTMENT OF FOREIGN AFFAIRS

## JOB VACANCY

### Senior Bookkeeper (Contract of Service)

**Salary Grade:** 9 (Php 23,226.00) + 20% Premium pay (Php 4,645.20)

**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 in Business-related with an IT background
- ❖ **Work Experience:** preferably one (1) year working experience
- ❖ **Skills and Abilities:** Working knowledge of MS Office applications, Google Workspace, and email management; Organized and demonstrated strong written and oral communication skills.

#### General Functions of the Position:

- ❖ Management of Division's incoming and outgoing communications;
- ❖ Implementation of the record-keeping and document; storage procedures of the Division;
- ❖ Authorized agency liaison officer to different national government agencies;
- ❖ Assists the Division with other tasks.

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.