



DEPARTMENT OF FOREIGN AFFAIRS

Job Vacancy

Administrative Aide IV (Contract of Service)

Salary Grade: 4 (Php 16, 833.00) + 15% Premium Pay
(Php 2, 524.95)

Number of Vacant Position/s: One (5) position

Office Location: Human Resources Management
Office (HRMO), DFA Temporary Headquarters
- Double Dragon Tower, EDSA Ext., Pasay City

Minimum Qualifications:

- ❖ **Education:** Bachelor's Degree related to Information Technology, Computer Science, and Human Resources;
- ❖ **Skills and abilities:** Proficiency in Office Productivity Tools (Excel, Google Suite, Canva, etc.);
- ❖ Proven ability to manage multiple responsibilities and prioritize tasks effectively in a fast-paced environment;
- ❖ Strong analytical and problem-solving skills, with attention to details.

General Functions of the Position:

- ❖ Assist in the verification and migration of data from the old database to the new Human Capital Management system;
- ❖ Accurately encode and update records in the Human Capital Management (HCM) system;
- ❖ Assist in the reconciliation of the GSIS records with the Department's Personnel Records;
- ❖ Prepare and submit documents relative to the project;
- ❖ Perform other related tasks required for the implementation of the HCM;
- ❖ Perform other tasks assigned by the Division Director or immediate supervisor.

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.

Deadline of submission of applications shall be until 14 August 2025, 3:00 PM.

Late submissions will not be processed.