



DEPARTMENT OF FOREIGN AFFAIRS

Job Vacancy

Administrative Aide VI (Clerk III) - Contractual

Salary Grade: 6 (Php 18,957.00)

Other Benefits/Incentives:

(Entitlement is subject to existing guidelines, rules and regulations)

- GSIS, PhilHealth, Pag-Ibig
- Monthly Personnel Economic Relief Allowance
- Mid-Year Bonus
- Year-End Bonus
- Clothing Allowance
- Cash Gift
- Leave Credits
- Terminal Leave Benefits
- Health Insurance
- Training & Wellness Programs

No. of Vacant Positions: 52

Office Location: DFA Office of Consular Affairs
(OCA), Bradco Avenue cor Macapagal
Boulevard, Aseana Business Park, Parañaque
City

Minimum Qualifications:

- ❖ Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016);
- ❖ Career Service Sub-Professional/First Level Eligibility.

Preferred Qualifications:

- ❖ Bachelor's degree holder;
- ❖ Good written and oral communication skills;
- ❖ Computer literate.

General Functions of the Position:

As Consular Assistant/Clerk

- ❖ Reviews and processes consular-related applications (passport, authentication, civil registry and visa) by evaluating and checking the authenticity, completeness and correctness of documents submitted;
- ❖ Assists in addressing the public on consular inquiries such as requirements, fees and processing period, via phone and email;
- ❖ Provides clerical support to address immediate concerns and ongoing projects of OCA; and
- ❖ Performs other functions as may be required by superiors.

Interested applicants are requested to send their application through this [form](https://forms.gle/p2CxXGkUJ5qkfmng6) or copy paste this link: <https://forms.gle/p2CxXGkUJ5qkfmng6>

Note: The Department will not be accepting application requirements via email.

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.

Incomplete submission of documents will not be accepted and processed.

The most qualified applicants will be invited for a test and interview at the email address indicated in their application form.

Please refer to the deadline of submission of application on the google form.