



Administrative Assistant VI (Computer Operator III) - Contractual

Salary Grade: 12 (Php 32,245.00)

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: 3

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 High school graduate with relevant vocational/trade course (prior to 2018) or Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018);
- ❖ 2 years of relevant work experience;
- ❖ 8 hours of relevant training;
- ❖ Relevant MC II s. 1996 (Data Encoder) or Career Service (Sub-professional)/First Level Eligibility.

Preferred Qualifications:

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

Interested applicants are requested to send their application through this [form](https://forms.gle/d89kqjV27i3Qxpn67) or copy paste this link: <https://forms.gle/d89kqjV27i3Qxpn67>

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.



DEPARTMENT OF FOREIGN AFFAIRS

Job Vacancy

As System Administrator/IT Staff

- ❖ Responsible for maintaining ASEANA network structures and updating entailed security policies;
- ❖ Responsible in installing structured cabling whenever required;
- ❖ Maintenance of OCA Website;
- ❖ Posting of relevant contents and advisories;
- ❖ Creating relevant web services or applications that is essential for Consular transactions;
- ❖ Maintenance and monitoring of VOIP/PABX servers issued in Aseana.