## **DEPARTMENT OF FOREIGN AFFAIRS**

Administrative Officer I\*
(Consular Officer)

# JOB VACANCY **DFA Consular Office - Malolos**

Compensation: Salary Grade 10 (Php 25,586.00) Number of Vacant Position: One (1)

Item Number: OSEC-DFAB-ADOF1-19-2018
Place of Assignment: 3F Malolos Central
Transport Terminal and Commercial Hub by
Xentro Mall, Brgy. Bulihan, Malolos City, Bulacan

#### **CSC Prescribed Qualification Standards:**

Education: Bachelor's degree relevant to the

job

Training: None required Experience: None required

Eligibility: Career Service Professional/Second

Level Eligibility

#### **Preferred Qualification Standards:**

Education: Bachelor's degree in Foreign Service, Diplomatic and Consular Affairs, Public Administration, Business Administration, Human Resource Management, or other related courses

Training: With at least 4 hrs training in Customer Service Orientation, Microsoft operation and other relevant training Experience: With at least 1 year experience in Customer Service and other related experience Eligibility: Career Service Professional/Second Level Eligibility

## **Additional Qualifications:**

 Working knowledge of MS Office programs, particularly MS Excel

Perform a high volume of numerical detail

work with speed and accuracy

 Demonstrates accuracy and thoroughness, meets productivity standards of the organization

Trustworthy, dependable and exhibits willingness to work overtime

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

 Performs consular-related functions, such as front-end processing of passports, authentication, assistance to nationals (ATN) function, and public information Interested applicants are requested to submit in <u>PDF</u> format the following requirements via email at hrmo.recruitment@dfa.gov.ph and write in the subject line <u>Application for AO I in CO Malolos</u>:

- Duly accomplished DFA application form with colored photo (downloadable at <a href="https://dfa.gov.ph/images/2022/Forms/DFA">https://dfa.gov.ph/images/202/Forms/DFA</a> Application Form Revision 02.pdf);
- Updated resumé;
- Copy of professional or second level civil service eligibility;
- Copy of transcript of records and diploma or certificate of graduation fresh graduates;
- Valid NBI clearance (or proof of renewal or new application).

Certificate/s of Good Moral Character from current/previous employer or school, whichever is applicable, may be required by HRMO during the selection process.

The opportunity 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 other similar or factors/personal circumstances pursuant to existing government laws, rules regulations.

## DEPARTMENT OF FOREIGN AFFAIRS

Administrative Officer I\* (Consular Officer)

# **JOB VACANCY**

#### **DFA Consular Office - Malolos**

## General Functions of the Position:

- Provides general information on consular \* matters
- Processes passport / authentication applications
- Releases or issues passports/ authenticated
- Verifies names in the look-out-list database
- Files, maintains and manages passport records and supporting documents
- Encodes passport/ authentication applications
- Captures applicants' biometrics
- Encodes passport records and creates a master list
- Composes/drafts correspondence on concerns pertaining to administrative, personnel or consular matters
- Arranges meetings
- Answers telephone inquiries or refer them to the appropriate person or office concerned

Incomplete and late submissions of documents will not be accepted or processed.

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

Deadline of submission of application is on 01 June 2025 at 5:00 P.M.

<sup>\*</sup>This position is not eligible for foreign assignment.