

Philippine Institute for Development Studies

18th Floor, Three Cyberpod Centris, EDSA cor. Quezon Ave., Quezon City

EMPLOYMENT NOTICE

The Philippine Institute for Development Studies (PIDS), a nonstock, nonprofit government corporation engaged in the conduct of long-term policy-oriented research, is now considering applicants for the position of **One (1) Chief Administrative Officer (Item No. AFD 26)** with the following qualifications:

- Master's Degree relevant to the job or Certificate in Leadership and Management from the CSC;
- Four (4) years supervisory/management experience;
- Forty (40) hours supervisory/management learning and development intervention undertaken within the last five (5) years;
- Eligibility: Career Service (Professional) Second Level Eligibility / PD 907 (Honor Graduate Eligibility)
- Desirable Qualifications: *Familiarity and exposure to government procurement procedures particularly in goods, services and consultancy services, including procurement of common supplies from Procurement Service (PS); Familiarity with the PhilGEPS website; Computer literate; Strategic thinker; and with excellent oral and written communication skills.*

The position is Salary Grade (SG) – 24 at P 64,416.00 per month and the nature of appointment is Permanent. Interested parties shall forward their information sheet, curriculum vitae, transcript of grades or true copy of grades, copy of Civil Service Certificate of Eligibility, and three (3) character references. We will appreciate it if applications will be sent thru e-mail at gremorin@mail.pids.gov.ph. Otherwise, please send the requirements indicated above to the following address not later than **March 31, 2017**:

**The Director for Operations and Finance
Philippine Institute for Development Studies
18th Floor, Three Cyberpod Centris
EDSA cor. Quezon Ave., Quezon City**