

## **Philippine Institute for Development Studies**

18<sup>th</sup> 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 curriculum vitae, transcript of grades or true copy of grades, Personal Data Sheet, copy of Civil Service Certificate of Eligibility, information sheet, and three (3) character references. We will appreciate if applications are sent thru e-mail at [gremorin@mail.pids.gov.ph](mailto:gremorin@mail.pids.gov.ph). Otherwise, please send the requirements indicated above to the following address not later than **June 8, 2017**:

**Administrative Officer IV**  
**Philippine Institute for Development Studies**  
**18<sup>th</sup> Floor, Three Cyberpod Centris**  
**EDSA cor. Quezon Ave., Quezon City**