

Philippine Institute for Development Studies

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

E M P L O Y M E N T N O T I C E

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 **One (1) Administrative Officer V (Item No. AFD 05)** with the following qualifications:

- Bachelor's degree relevant to the job;
- Two (2) years of relevant experience;
- Eight (8) hours of relevant training; and
- Eligibility: Career Service (Professional) Second Level Eligibility / PD 907 (Honor Graduate Eligibility)

The position is Salary Grade (SG) – 18 at P 35,693.00 per month and the nature of appointment is Permanent.

The **Administrative Officer V** shall be responsible for:

- Administration of leave benefits;
- Co-managing the HRIS;
- Maintenance/update of employees' service records;
- Preparation of payroll deduction;
- Preparation/drafting correspondences, memo, etc.;
- Coordination with building administrator (Eton-PMG) on all maintenance/repair works of the leased premises;
- Monitoring/supervision of the work/activities of janitors and security personnel;
- Assistance in organizing institute wide activities;
- Assistance in all aspects of admin work; and
- Performs other duties as may be assigned by superiors from time to time.

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. Otherwise, please send the requirements indicated above to the following address not later than **May 11, 2017**:

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