EMPLOYMENT NOTICE

The Philippine Institute for Development Studies (PIDS), a nonstock, non-profit government corporation engaged in the conduct of long-term policy-oriented research, is now considering applicants for the position of One (1) Executive Assistant I (Item Number PSD 02). The following are the qualifications for the position:

- Bachelor’s degree relevant to the job;
- One (1) year of relevant experience;
- Four (4) hours of relevant training;
- Career Service (Professional)/Second Level Eligibility/ PD 907 (Honor Graduate Eligibility); and

- Core Competencies:
  - Deliberability/Results-Oriented (basic) - delivers outputs as assigned; prepares outputs as required by the supervisor;
  - Professionalism (basic) – demonstrates professional competence and mastery of subject matter; meets commitments, observes deadlines, and achieves desired results; completes own work on time; admits mistakes and refocuses efforts when appropriate;
  - Adaptability (basic) - shows no resistance when faced with new instructions/orders; understands the objectives/rationale behind new rules;
  - Communication (advanced) – frequently updates superior on targets/priorities and accomplishments; quickly comprehends ideas and concerns of clients and uses effective verbal and non-verbal communication in order to respond to their needs and concerns; expresses ideas clearly when communicating to internal and external clients; maintains composure and speaks politely when confronted by demanding situations; when asked to present, he/she confidently delivers assigned topics effectively; able to facilitate/lead meetings;

- Functional competencies:
  - Program/Project Development (basic) – provides support in the development of research programs;
  - Project Management and Contract Implementation (basic) – effectively provides pre, during and post event admin and logistics support to projects such as coordinating venue arrangements with suppliers, disseminating invites, following up attendance, preparing documents and materials, etc.; submits monitoring reports on the status of simple projects using prescribed forms, on time and with the detail specified; manages project data/info in an organized manner by maintaining a project data base;
  - Procurement Planning: Research Consultancies and IT Equipment (basic) – creates and maintains accurate and complete records and bases for effective procurement planning; uses ICT effectively in developing systems for the preparation of Annual Procurement Plans and monitoring their implementation; consistently provides technical support and seeks to capture developmental matters that may influence or aid the delivery of target outputs; diligently and pro-actively reviews need and proposes new solutions and options for specific requirements and individual specifications; prepares the annual procurement plan in a judicious and punctual manner; seeks advice from others when required and immediately elevates problems that cannot be solved;
  - Records Management (basic) - maintains records in a methodical and organized manner using own initiative to facilitate easy retrieval; quickly retrieves records as needed; applies knowledge of records management software applications and their use; checks accuracy of the details of all transactions and record keeping;
  - Database Management and Administration (basic) - monitors integrity and reliability of the data encoded by other staff; coordinates with concerned staff of any updates in the database;
  - Generating Reports and Documentation (basic) - accomplishes pro-forma documents accurately; records correct data and information about events/programs; uses simple but clear and coherent sentences;
  - Attention to Detail (basic) - double-checks the accuracy of information and work product to provide accurate and consistent records; provides accurate and consistent numbers on all paperwork; gives information on a timely basis; monitors carefully the details and quality of own and other’s work, completes all work according to procedures and standards; notices errors in work before it is distributed; keeps track progress of the work or project; follows instructions on how to go about a task;
  - Interpersonal Skills (basic) - communicates clearly in words and body language; listens well and correctly interprets both the verbal and non-verbal messages from others; displays good negotiation skills by being able to work with others to find a mutually agreeable outcome; improves continually communication skills; interacts with colleagues in a tactful manner; responds to employee/client inquiries; deals with people by being pleasant and friendly to both internal and external clients; establish constructive relationships with people in his or her area.

The position is Salary Grade (SG) – 14 at P 27,755.00 per month and the nature of appointment is Permanent. Interested parties shall forward their curriculum vitae, transcript of grades, Personal Data Sheet, Certificate of Civil Service Eligibility, result of performance evaluation from the last rating period (if coming from another government agency), information sheet, and three (3) character references. We will appreciate if applications are sent thru e-mail at iluna@mail.pids.gov.ph. Otherwise, please send the requirements indicated above to the following address not later than June 2, 2019:

HRMO II
Administrative Division
Philippine Institute for Development Studies
18th Floor, Three Cyberpod Centris
EDSA cor. Quezon Ave., Quezon City