



NOTICE OF CONTRACT OF SERVICE VACANCY July 23, 2024

Position Title : **Administrative Assistant**

Contract Duration : **Actual Start Date until December 31, 2024**

Salary : **PHP 24,000.00 per month**

Project : **PIDS In-House Project titled "Administrative Support to All PIDS Projects"**

Qualifications:

- Education - Completion of at least two (2) years in college
- Training - Eight (8) hours of relevant training
- Experience - Two (2) years of relevant experience

Scope of Work:

- Assist in the administrative processes associated with the hiring of Contract of Service (COS) workers;
- Improve the overall efficiency of handling paperworks, documentation, and communication channels related to the hiring of COS, maintain accurate and comprehensive records of all COS hiring requests, approvals, and relevant documentation.
- Provide regular and timely updates to management regarding the status of COS hiring requests and associated administrative processes; and
- Ensure strict adherence to rules and regulations set by oversight agencies.

Requirements:

Interested and qualified applicants may submit their requirements thru email at recruitment@pids.gov.ph. Incomplete documents will not be processed. Specific details related to this Contract of Service will be discussed during the interview.

Deadline : **July 30, 2024**