

ADMINISTRATIVE OFFICER IV (BUDGET OFFICER)

REGION: NCR; AGENCY: Philippine National Volunteer Service Coordinating Agency
PLACE OF ASSIGNMENT: Ground Floor Sugar Center Building, North Avenue,
Diliman, Quezon City

Administrative, Financial and Management Division (AFMD)

POSITION TITLE: ADMINISTRATIVE OFFICER IV (BUDGET OFFICER); SG-15
ITEM NO: PNVSCAB-ADOF4-2-2004

Basic Qualification Standards (CSC Prescribed):

Education : Bachelor's degree relevant to the job
Work Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Career Service (Professional) Second Level Eligibility

Preferred Qualifications:

Education : Bachelor's Degree in Commerce/Business Administration Major in Accounting
Experience : At least 1 year experience in government budgeting processes
Eligibility : RA 1080 - Certified Public Accountant

Duties and Responsibilities:

1. Coordinates the preparation of annual Agency budget including other budgetary changes and requests and prepare all related documents required by NEDA, DBM and Congress;
2. Takes charge in budget implementation (from preparation of budget execution documents, monitoring including maintenance of related journals/registries to financial/budget accountability reports);
3. Provides secretariat support to Agency planning and budgeting activities
4. Liaise with oversight Agencies (DBM, NEDA, etc.) on all Budget related matters; and
5. Performs other related duties as may be assigned.

Deadline for submission of application: 04 December 2017

Please address application to:

*Executive Director Joselito C. de Vera
Philippine National Volunteer Service Coordinating Agency
G/F Sugar Center Building
North Avenue, Diliman, Q.C.*

Contact us at Telephone Nos. (02) 454-8797; (02) 927-6847

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