

Program Coordination, Monitoring and Evaluation Division (PCMED)

POSITION TITLE: ONE (1) VOLUNTEER SERVICE OFFICER I; SG-10
ITEM NO. PNVSCAB-VOLSO1-1-2002

Basic Qualification Standards (CSC Prescribed):

Education : Bachelor's Degree
Work Experience : None required
Training : None required
Eligibility : Career Service Professional / Second Level Eligibility

Preferred Qualifications:

Education : Bachelor's degree in development management, social sciences, communication
Experience : Experience in advocacy and information, research and training

Duties and Responsibilities:

1. Takes charge of database maintenance and management of information in the division and/or unit;
 2. Prepares routine correspondence;
 3. Provides technical and administrative support to the division/unit; and
 4. Performs other related duties as may be assigned.
-

Deadline for submission of application: 18 September 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

Email address: personnel@pnvsca.gov.ph

Website: <http://www.pnvsca.gov.ph>