



Senior Administrative Assistant V (Senior Administrative Specialist)

Status: Contract of Service

Monthly Salary: Php 43,681 plus 20% premium

Division: Office of the Director for Finance and Administrative Services

Qualifications:

Educational: A graduate of BS Accountancy

Experience: Three (3) years of government/general office work particularly on financial statements/reports review and analysis, procurement, and project management

Training: Eight (8) hours of relevant training

Eligibility: RA 1080/Certified Public Accountant

Competencies: Knowledgeable and familiar with ISO 9001:2015 requirements; Organized and demonstrate strong written and oral communication skills; Keen to details and can work with minimum supervision

Duties and Responsibilities:

1. Assist the Director for the Finance and Administrative Service (FAS) on the review of financial reports, human resources related documents, general and administrative documents, and project management;
2. Assist in the drafting of PhilSA policies and guidelines;
3. Assist in the conduct of various FAS activities;
4. Assist in the coordination with the Commission on Audit (COA), Department of Budget and Management (DBM), and other oversight agencies on various financial and administrative matters of the Agency; and
5. Perform other duties of a regular or special nature as may be assigned from time to time.



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