

Republic of the Philippines
BOARD OF INVESTMENTS
 Industry & Investments Building,
 385 Sen Gil J. Puyat Avenue, Makati City

VACANT POSITIONS

Department / Division	No. of Items Available	Qualifications
Strategic Management Dept./ Planning Division	One (1)	Educational Background: <ul style="list-style-type: none"> · Bachelor's Degree in Mathematics/Statistics
Position/Job Description		Work Experience: <ul style="list-style-type: none"> · At least one (1) year relevant experience preferably in statistical research and related mathematical applications
INVESTMENTS SPECIALIST (Item No. IMENTS-7-1998; SG 15; Basic Salary – Php22,688.00) <ul style="list-style-type: none"> · Prepares, generates statistical reports on monthly, quarterly, semestral and annual basis or as the need arises for information of the DTI Secretary and other concerned users · Collates monthly reports submitted by the different IPAs, and process these data into one consolidated report culling significant statistics off the consolidated data necessary to guide policy makers in decision-making · Encodes statistical data for processing and reproduction, maintains regular backup of all statistical files · Monitors statistical project's implementation; prepare updates and status for information of supervisors, officials and other authorized users · Makes available (upon due clearance or authority) to BOI-users and the public, whenever possible, statistical information processed from the database on consolidated investments and other related information · Monitors compliance of different Investment Promotion Agencies (IPAs) to the submission of required reports for the fulfillment of the conditionalities in the Memorandum involving the transfer of the consolidation of investments generated by all IPAs from the National Statistical Coordination Board to the Board of Investments · Assists the OIC-Division Chief of the Planning Division in the performance of her duties and functions, especially as to tasks as alternate to the Technical Working Group on Realized Investments and other statistical matters to attain key results in the assigned tasks · Prepares papers, presentation or talk points relating to statistical needs of supervisors, management and authorized users · Formulates comments to issues on statistics affecting the Board of Investments/DTI · Attends meetings in behalf of supervisors in the pursuance of their duties as members of different statistical working groups 		Skills: <ul style="list-style-type: none"> · Actual data encoding, analysis and time series applications · Proficiency in Basic Computer Software, Microsoft Excel, PowerPoint and Word Qualities: <ul style="list-style-type: none"> · Ability to work under pressure with minimal supervision · Initiative and creativity in analytical presentation of data series with emphasis on YOY or related comparative time data series · Extraordinary writing and analytical ability Others: <ul style="list-style-type: none"> · 4 hours of relevant training · Career Service (Professional); Second Level Eligibility

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Investments Assistance and Services Department	One (1)	Educational Background: <ul style="list-style-type: none"> • Bachelor's degree holder, preferably in Economics or with Legal background
Position/Job Description		
<p>INVESTMENTS SPECIALIST (Item No. IMENTS-102-1998; SG 15; Basic Salary – Php22,688.00)</p> <ul style="list-style-type: none"> • Implements the Strategic Investors Aftercare Program (SIAP) • Develops and implements strategies leading to the retention, expansion and diversification of companies/enterprises • Develops and coordinates linkages with various government agencies and private institutions to address investor issues and concerns • Establishes lasting business partnership and foster effective and sustained interaction with investors • Facilitates the quick resolution of investor issues and concerns • Maintains investor/client files and database • Monitors the progress of resolved and unresolved issues and concerns taking into consideration the commitments made by BOI 		Work Experience: <ul style="list-style-type: none"> • At least one (1) year actual work experience preferably in any business/industry associations Skills/Qualities: <ul style="list-style-type: none"> • Proficient in Microsoft Office applications • Knowledgeable in various Web applications • Excellent problem solving, interpersonal and communication skills • Excellent computer and project management skills • Familiar or experienced in consultative methodology and has the ability to build and maintain client relationships • Excellent team player, with strong client and results orientation • Experienced in gathering global marketing information • Experienced in technical report writing • Enthusiastic "can do" attitude and highly self-motivated • Excellent networking ability Others: <ul style="list-style-type: none"> • 4 hours of relevant training • Career Service (Professional); Second Level Eligibility

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VACANT POSITIONS

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International Marketing Department	Two (2)	Educational Background: <ul style="list-style-type: none"> • Bachelor's degree preferably in Marketing, Asian Studies, Foreign Service • Preferably with Master' degree or units in graduate studies Work Experience: <ul style="list-style-type: none"> • With at least one (1) year relevant work experience Skills/Qualities: <ul style="list-style-type: none"> • Proficient in Microsoft Office applications • Excellent oral and written communication skills • With gregarious personality • Exudes confidence and must be self-motivated • Has the ability to work individually and as part of a team • Has the ability to establish good working relationship with all levels of employees • Preferably with good presentation skills Others: <ul style="list-style-type: none"> • 4 hours of relevant training • Career Service (Professional); Second Level Eligibility
Position/Job Description		
INVESTMENTS SPECIALIST (Item Nos. IMENTS-24-1998 and IMENTS-95-1998; SG 15; Basic Salary – Php22,688.00) <ul style="list-style-type: none"> • Assists in generating quality investment leads in priority countries • Assists in the conduct of country market studies to identify strategic measures/specific sectors for focused investments targeting or for possible economic cooperation in said markets • Assists in the organization/preparation of outbound missions, as follows: <ul style="list-style-type: none"> - Sector-focused/company-directed missions - State and working visits of the President with business activities - Investment promotion-related international events • Provides the following technical and logistical assistance, among others, to incoming company missions/visits and business delegations: <ul style="list-style-type: none"> - Assist in doing research/information and data gathering as a requirement of potential investors prior to their visit to the Philippines - Prepare briefing and presentation materials and business proposals - Organize business delegation, seminar or forum - Arrange the one-on-one and roundtable business meetings - Prepare the visit program including walking tours for inbound missions • Provides technical assistance to the Philippine Trade and Investments Centers abroad and to in-house foreign desk advisors • Provides assistance to the Division/Department in matters pertaining to the requirements of the DTI Secretary and Undersecretaries in the preparation of briefing materials for outbound missions to various countries through talk points, speeches, recommendations for meetings, courtesy calls of companies and the diplomatic corps attendance to special functions • Prepares mission reports, and monitors and encodes the investments leads in the BOI Investment Tracking System • Assists in the formulation and implementation of a quick response plan for international investment leads to facilitate conversion into actual business activities. 		

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Manufacturing Industries Dept. / Business Development Division	One (1)	Educational Background: <ul style="list-style-type: none"> • Bachelor's degree holder or higher in a relevant discipline, preferably in Economics or Chemical Engineering • Preference shall be given to applicants with a Master's degree or units in graduate studies Work Experience: <ul style="list-style-type: none"> • With at least one (1) year relevant work experience Skills: <ul style="list-style-type: none"> • Proficient in Microsoft Office applications • Advanced analytical skills and the ability to get into the details, while also seeing and understanding the big picture • With report and technical writing skills Qualities: <ul style="list-style-type: none"> • Willingness to learn new skills and ability to work independently with minimum supervision • Excellent team player, with a strong client and results orientation • Excellent interpersonal skills as well as high quality written and oral communication skills in English • Ability to elicit and share information with colleagues, clients and supervisors in performing the job • Capacity to interact effectively with a range of stakeholders within and outside the organization • Capability to deliver high quality output in a timely fashion, manage uncertainties in the work program and undertake a range of tasks simultaneously, respond promptly to various requests and tasks under pressure Others: <ul style="list-style-type: none"> • 4 hours of relevant training • Career Service (Professional); Second Level Eligibility
Position/Job Description		
INVESTMENTS SPECIALIST (Item No. IMENTS-35-1998; SG 15; Basic Salary – Php22,688.00) <ul style="list-style-type: none"> • Prepares/ Updates industry profiles/ value propositions • Monitors industry/ sector developments for updates • Organizes/ attends consultation meeting with stakeholders • Gathers/ updates relevant data and statistics on industries being handled • Prepares PowerPoint presentations for use of BOI officials • Conducts research on tariff and non-tariff related matters • Attends inter-agency meetings, workshops, activities/ events related to specific sectors being handled • Prepares industry briefers, talk points and speeches, BOI officials as may be requested • Prepares business correspondence and reports • Networks/ Coordinates with stakeholders, both private and public entities • Provides assistance in administrative and operational functions as needed • Performs other related functions as may be assigned by the Immediate Supervisor from time to time 		

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Industrial Policy Dept./ International Relations Division	One (1)	Educational Background: <ul style="list-style-type: none"> • A university degree in Economics or other related fields • Preference shall be given to applicants with units in graduate studies Work Experience: <ul style="list-style-type: none"> • At least one (1) year relevant professional experience in a public or private organization Skills/Qualities: <ul style="list-style-type: none"> • Demonstrates familiarity with Philippine international relations (i.e., WTO, ASEAN, APEC, PJEPA, among others) • Proficient in MS Office applications. • A background in statistical packages (e.g., SPSS, Stata, E-Views) is preferred • Strong analytical, interpersonal and communication, and multidisciplinary skills • Excellent oral and written communication skills in English • Ability to write effectively, particularly technical papers and studies • Proven ability to manage multi-tasking and work under tight deadlines • Willingness to learn new skills and ability to work independently with minimal supervision Others: <ul style="list-style-type: none"> • 4 hours of relevant training • Career Service (Professional); Second Level Eligibility
Position/Job Description		
INVESTMENTS SPECIALIST (Item No. IMENTS-70-1998; SG 15; Basic Salary – Php22,688.00) <ul style="list-style-type: none"> • Conducts research and prepares reports, analyses, and/or studies on tariff, industry and other related issues presented in the TRM Committee and other inter-agency bodies. • Assists in the consultation with relevant BOI industry departments, other government agencies, or the private sector to formulate Philippine positions and recommendation on issues relating to investment and trade-in-goods agreements including rules of origin. • Prepares documents and reference materials for use in meetings and negotiations of BOI representatives to relevant ASEAN, WTO, and APEC bodies. • Attends to various queries and requests of BOI departments, other government agencies and private sector relating to the Philippines' engagements in investment and trade-in-goods agreements and other commitments under ASEAN, WTO, and APEC. • Organizes meetings, conferences and other events attended by local and international participants in relation to the Philippine commitments in investments and trade-in-goods matters under ASEAN, WTO, and APEC. • Handles other related work as may be assigned from time to time. 		

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Department / Division	No. of Items Available	Qualifications
Resource-based Industries Dept./ Sectoral Studies Division	One (1)	Educational Background: <ul style="list-style-type: none"> • Bachelor's degree holder or higher in a relevant discipline, preferably in Public Administration or Economics
Position/Job Description		
<p>INVESTMENTS SPECIALIST (Item No. IMENTS-58-1998; SG 15; Basic Salary – Php22,688.00)</p> <ul style="list-style-type: none"> • Prepares/ Updates industry profiles/value propositions • Monitors industry/ sector developments for updates • Organizes/ attends consultation meeting with stakeholders • Gathers/ updates relevant data and statistics on industries being handled • Prepares PowerPoint presentations for use of BOI officials • Conducts research on tariff and non-tariff related matters • Attends inter-agency meetings, workshops, activities/ events related to specific sectors being handled • Prepares industry briefers, talk points and speeches, BOI officials as may be requested • Prepares business correspondence and reports • Networks/ Coordinates with stakeholders, both private and public entities • Provides assistance in administrative and operational functions as needed • Performs other related functions as may be assigned by the Immediate Supervisor from time to time 		<p>Work Experience: <ul style="list-style-type: none"> • At least one (1) year relevant professional experience in a public or private organization </p> <p>Skills: <ul style="list-style-type: none"> • Proficient in Microsoft Office applications • Advanced analytical skills and the ability to get into the details, while also seeing and understanding the big picture </p> <p>Qualities: <ul style="list-style-type: none"> • Willingness to learn new skills and ability to work independently with minimum supervision • Excellent team player, with a strong client and results orientation • Excellent interpersonal skills as well as high quality written and oral communication skills in English • Ability to elicit and share information with colleagues, clients and supervisors in performing the job • Capacity to interact effectively with a range of stakeholders within and outside the organization • Capability to deliver high quality output in a timely fashion, manage uncertainties in the work program and undertake a range of tasks simultaneously, respond promptly to various requests and tasks under pressure </p> <p>Others: <ul style="list-style-type: none"> • 4 hours of relevant training • Career Service (Professional); Second Level Eligibility </p>

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VACANT POSITIONS

Department / Division	No. of Items Available	Qualifications
Supervision & Monitoring Dept./ Infrastructure and Resource-based Division	One (1)	Educational Background: <ul style="list-style-type: none"> • Bachelor's degree holder or higher in a relevant discipline, preferably in Business or Industrial Engineering Work Experience: <ul style="list-style-type: none"> • At least one (1) year relevant professional experience in a public or private organization Skills: <ul style="list-style-type: none"> • Proficient in Microsoft Word and Excel. • A mix of analytical and report writing skills Qualities: <ul style="list-style-type: none"> • Willingness to learn new skills and ability to work under minimum supervision • Willingness to gather data and information and has the ability to interpret data for analysis • Good interpersonal skills in communicating with clients as well as in writing communications and technical reports • Capability to deliver high quality output, prompt response and in managing uncertainties in the work program • Willing to undertake a range of tasks such as data and information gathering, record keeping, technical analysis and report writing, company visits and attending to clients • Willing to work overtime and work under pressure Others: <ul style="list-style-type: none"> • 4 hours of relevant training • Career Service (Professional); Second Level Eligibility
Position/Job Description		
INVESTMENTS SPECIALIST (Item No. IMENTS-6-1998; SG 15; Basic Salary – Php22,688.00) <ul style="list-style-type: none"> • Performs technical functions such as evaluating requests of BOI-registered firms on mass housing, resourced-based industries, services sectors such as IT and IT-related industries, shipping, hotel, among others • Checks compliance of BOI-registered firms with their terms and conditions of registration • Evaluates requests of BOI registered firms for various certificates on non-local availability, endorsement for ITH availment • Conducts plant visits and ocular inspection specifically for mass housing projects 		

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VACANT POSITIONS

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BOI Extension Office - Davao	One (1)	Educational Background: <ul style="list-style-type: none"> • Bachelor's degree holder preferably PRC Board Passer in Engineering or Accounting Work Experience: <ul style="list-style-type: none"> • One (1) year relevant experience Skills/Qualities: <ul style="list-style-type: none"> • Proficient in Microsoft Office applications • Excellent interpersonal and communication skills • Excellent project management skills • Familiar or experienced in consultative methodology and has the ability to build and maintain client relationships • Excellent team player, with strong client and results orientation • Experienced in info/data gathering and technical report writing • Highly self-motivated • Excellent networking ability Others: <ul style="list-style-type: none"> • 4 hours of relevant training • Career Service (Professional); Second Level Eligibility • Preferably Male
Position/Job Description		
<p><i>INVESTMENTS SPECIALIST</i> (Item No. IMENTS-49-1998; SG 15; Basic Salary – Php22,688.00)</p> <ul style="list-style-type: none"> • Evaluates and reviews projects for Registration • Evaluates and review applications for incentives • Assists in the investments promotion in Mindanao • Supervises and monitors BOI-registered companies • Conducts other investments promotion-related activities 		

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VACANT POSITIONS

Department / Division	No. of Items Available	Qualifications
Finance and Administrative Services Dept./ Budget Division	One (1)	Educational Background: <ul style="list-style-type: none"> • Bachelor's degree preferably in Finance and Accounting • Preferably with Master' degree Work Experience: <ul style="list-style-type: none"> • With three (3) years relevant experience Skills/Qualities: <ul style="list-style-type: none"> • Proficient in Microsoft Office Application • Ability to work with minimal supervision • Excellent analytical, interpersonal and communication skills • Willing to undertake a range of tasks such as data and information gathering, budgeting , technical analysis and report writing • Willing to work overtime and work under pressure Others: <ul style="list-style-type: none"> • 16 hours of relevant training • Career Service (Professional); Second Level Eligibility
Position/Job Description		
BUDGET OFFICER IV (Item No. BUDO4-1-1998; SG 22; Basic Salary – Php37,812.00) <ul style="list-style-type: none"> • Consolidates and analyzes agency's detailed objectives and work program to serve as the basis of estimates; • Prepares the budgeted year estimates, coordinates and schedules all activities concerned with estimating in the proper forms for submission to the Department of Budget and Management (DBM) • Prepares supporting statements and justifications and other data to support budget estimates • Prepares Work and Financial Plan and Request for Allotment • Re-aligns amount allotted for each department and processes periodic report on the status of funds utilized • Reviews and processes claims for payment and check expenditures against Authorized Allotments • Prepares status of allotment and budgetary analysis of expenditures for the information and guidance of the management • Prepares periodic reporting of performance under the approved budget for the calendar year required by the Department of Budget and Management (DBM) • Does other related work as may be assigned from time to time 		

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Department / Division	No. of Items Available	Qualifications
Finance and Administrative Services Dept./ Human Resource Division	One (1)	Educational Background: <ul style="list-style-type: none"> • Bachelor's degree preferably in Psychology or Human Resource Management • Preferably with a Masters degree Work Experience: <ul style="list-style-type: none"> • With at least three (3) years relevant experience preferably in human resource development & management and organizational development Skills/Qualities: <ul style="list-style-type: none"> • Able to exhibit a high level of confidentiality • Excellent interpersonal and communication skills • Able to work under pressure with minimal supervision • Has the capability to deliver high quality output, prompt response and manage difficult/challenging situations • Willing to render overtime • Proficiency in Microsoft Office applications Others: <ul style="list-style-type: none"> • 16 hours of relevant training • Career Service (Professional); Second Level Eligibility
Position/Job Description		
<i>SUPERVISING INVESTMENTS SPECIALIST</i> (Item No. SVINS-20-1998; SG 22; Basic Salary – Php37,812.00) <ul style="list-style-type: none"> • Prepares and implements training programs that will enhance the employees' core and technical competencies, improve their level of confidence, and maintain a good attitude towards work and co-employees • Develops and implements Gender and Development (GAD) programs, activities and projects that promote gender-responsive governance, protect and fulfill women's human rights and promote women's economic empowerment • Develops and implements Program for Senior Citizens and the Differently-abled • Formulates and implements an employee welfare program in consultation with the BOIEA • Drafts policy recommendations relating to personnel matters • Coordinates with CSC and CESB on personnel matters • Enforces Board and CSC rules on office discipline and decorum • Supervises the division staff when the Division Chief is on official business or on leave • Does other related work that may be assigned from time to time 		

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VACANT POSITIONS

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Finance and Administrative Services Dept./ Human Resource Division	One (1)	Educational Background: <ul style="list-style-type: none"> • Completion of two (2) years in College Work Experience: <ul style="list-style-type: none"> • With two (2) years relevant experience Skills/Qualities: <ul style="list-style-type: none"> • Proficient in Microsoft Office Application • Ability to work with minimal supervision • Effective oral and written communication • Excellent interpersonal skills • Excellent organizational skills • Able to exhibit a high level of confidentiality • Willing to work overtime and work under pressure Others: <ul style="list-style-type: none"> • 8 hours of relevant training • Career Service (Sub-Professional); First Level Eligibility
Position/Job Description		
ADMINISTRATIVE ASSISTANT V (Item No. BY4-1-1998; SG 11; Basic Salary – Php17,099.00)		
<ul style="list-style-type: none"> Ø Handles the following administrative functions relating to the selection and promotion of personnel: <ul style="list-style-type: none"> • Prepares notice of vacancy and cause the publication/posting of the same • Reviews/verifies the submitted documents to determine if the applicant/s are qualified based on the minimum Qualification Standards • Schedules the qualified applicants for psychological examination • Requests from the Executive Directors possible questions for the Essay/Technical Exam and schedule the applicants for the subject exam • Sends out General Assessment of Performance Form to the superiors, peers and subordinates of the applicants; monitor/follow up the submission of the said form • Schedules PSB meetings for the conduct of the panel interview, deliberation of the results and to make the final recommendations • Informs the applicants of their respective schedule for panel interview • Prepares the materials needed for the PSB meetings • Completes the Evaluation Form after the applicant has gone through the required selection processes • Tabulates the results of all candidates • Prepares appointment papers of approved employment applications for signature of the head of agency and for transmittal to the Civil Service Commission (CSC) Ø Prepares Monthly Report on Personnel Action (ROPA) and Report on Appointment Issued (RAI) for submission to the Civil Service Commission (CSC) Ø Prepares Monthly Report on Personnel Complement for submission to DTI-HRDPS Ø Attends to personnel queries and gives out approved information and data on recruitment, selection, benefits and other personnel matter as instructed Ø Assist the Division Chief in the implementation of in-house training program particularly in searching for training providers and scheduling the conduct of the trainings as well as the participants Ø Does other related work as may be assigned from time to time 		

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VACANT POSITIONS

Department / Division	No. of Items Available	Qualifications
Finance and Administrative Services Dept./ Human Resource Division	One (1)	Educational Background: <ul style="list-style-type: none"> Bachelor's degree preferably in Psychology or Human Resource Management
Position/Job Description		
HUMAN RESOURCE MANAGEMENT OFFICER II (Item No. HRMO2-1-1998; SG 15; Basic Salary – Php22,688.00) <ul style="list-style-type: none"> Develops an active personnel recruitment program Assists in establishing and conducting a competitive selection and promotion system of personnel Assists in the development and implementation of the training programs Provides assistance in implementing the Gender and Development (GAD) Programs and the Program for Senior Citizens and the Differently-abled Provides assistance in organizing Annual Teambuilding, BOI Anniversary Celebration, Year-end Seminar and similar events Coordinates with CSC and CESB on personnel matters Enforces Board and CSC rules on office discipline and decorum Does other related work that may be assigned from time to time 		Work Experience: <ul style="list-style-type: none"> At least one (1) year relevant experience Skills/Qualities: <ul style="list-style-type: none"> Able to exhibit a high level of confidentiality Excellent interpersonal and communication skills Able to work under pressure with minimal supervision Has the capability to deliver high quality output, prompt response and manage difficult/challenging situations Willing to render overtime Proficiency in Microsoft Office applications Others: <ul style="list-style-type: none"> 4 hours of relevant training Career Service (Professional); Second Level Eligibility

Please submit the ff:

- Ø Application Letter
- Ø Resume/CV
- Ø Photocopy of the following documents:
 - Diploma
 - Transcript of Records
 - Certificate of Eligibility; Bar /Board Certificate
 - Certificate of Trainings/Seminars
 - Certificate of Employment from previous employers

Pls. indicate in your application letter the position applied for and the corresponding item number.

Note: Applicant/s with incomplete documents will not be processed

DEADLINE FOR SUBMISSION:

10 May 2012

Human Resource Division
 Finance and Administrative Services Department