

MWSS Regulatory Office is hiring!

ADMINISTRATIVE ASSISTANT
(Contract of Service: PHP23,718/month)

QUALIFICATION:

- Bachelor's degree
- 1 year of relevant experience
- 4 hours of relevant training

JOB DESCRIPTION:

- Provides general administrative and clerical support to the Administration Department's HR and Procurement Units, including tasks such as preparing, collecting, monitoring, routing, scanning, uploading, and filing of HR and Procurement-related documents and reports
- Manages transactions with oversight agencies for the submission and receipt of reportorial documents to the Civil Service Commission, Commission on Audit, Ombudsman, Professional Regulation Commission, and other private institutions or organization and maintains a comprehensive database and records



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- Ensures completeness, accuracy, and timely submissions of Daily Time Records and Summary Time Records, along with other related attendance documents
- Prepares detailed documentation for various activities, including in-house trainings, orientations, general assemblies, and other HR-related activities and programs
- Drafts minutes of Committee meetings and provides essential administrative support to HR Committees
- Undertakes additional administrative tasks as assigned periodically

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All interested and qualified individuals regardless of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.

REQUIREMENTS:

Qualified applicants should signify their interest in writing. They should attach the following documents to the application letter and send these not later than **12 February 2024**:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212) and Work Experience Sheet (WES), which can be downloaded at www.csc.gov.ph
2. Performance rating in the last rating period (if applicable)
3. Transcript of Records, Diploma, and Certificate of units earned in MS/MA or equivalent (if applicable)
4. Learning and Development certificates



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QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

RAMON A. JAVIER

Department Manager for Administration
Metropolitan Waterworks and Sewerage System Regulatory Office
Katipunan Avenue, corner H. Ventura Street, Barangay Pansol, Balara, Quezon City
personnel@ro.mwss.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

