

NATIONAL COMMISSION FOR CULTURE & THE ARTS
Job Vacancies (August 31, 2021 - September 10, 2021)

No.	Position Title/ Status	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					PLACE OF ASSIGNMENT
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	PROJECT OFFICER (Project HIRE)	NA	NA	P31,440.00	Bachelor's Degree Holder relevant to position applied for	WITH 8 hours relevant training	WITH 2 years relevant experience	none required but an advantage	<ul style="list-style-type: none"> o good written & verbal Communication skills o good interpersonal skills o good administrative skills o ability to operate effectively in different social situations o planning, presentation & coordination skills o keen attention to details o displays good ethics & integrity o multitasking and can handle pressure o sense of accountability o Can produce written documents and/or reports o Can accurately quote , paraphrase & summarize resources when conveying information verbally and in writing 	Office of the Deputy Executive Director/ Regional Development Council
2	CULTURAL AFFAIRS OFFICER (Project Hire)	NA	NA	P23,400.00	Bachelor's Degree Holder relevant to position applied for	Preferably with 4 hours relevant training	Preferably with 1 year relevant experience	none required but an advantage	<ul style="list-style-type: none"> o Good communication skills o Good teamplayer; o Strong relationships with clients, co-workers & staff o Logical and ability to make good and sound decisions; o Ability to operate effectively in different social situations; o Displays good ethics and integrity 	Office of the Chairman/ International Affairs Section- Sentro Rizal

Interested and qualified applicants **should signify their interest in writing** and attach the ff. documents to the application letter. Send thru email at: hr@ncca.gov.ph not later than **SEPTEMBER 10, 2021.** **APPLICATIONS WITH INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED**

1. (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Updated comprehensive resume indicating exact duration of employment and job description;
4. Two (2) copies of most recent 2x2 photo;
5. **Certificate of trainings attended (training without valid certificates will not be credited as training)**
6. Authenticated Civil Service Eligibility (if any);
7. **Certificate of Employment and/or Clearance from previous employer/s (employment w/out valid certificates will not be credited as employment)**
8. NBI clearance (2021); TIN ID; Community Tax Certificate (2021)
9. NSO Birth Certificate;
10. NSO Marriage contract (if any)

QUALIFIED APPLICANTS are advised to email their application to:

SUSAN C. DAYAO
 Chief Administrative Officer
 633 General Luna St. Intramuros, Mla.
hr@ncca.gov.ph

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Posting Date : August 31, 2021
Closing Date : September 10, 2021