

NATIONAL COMMISSION FOR CULTURE & THE ARTS
Job Vacancies (September 9, 2021, to September 19, 2021)

No.	Position Title/ Status	Plant illa Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					PLACE OF ASSIGNMENT
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	PROJECT DEVELOPMENT OFFICER III <i>(Contractual Plantilla)</i>	NA	SG 18/1	P43,681.00	Bachelor's Degree relevant to the job preferably in Arts Management, Arts Studies, Social Science or Public Administration courses	8 (eight) hours of relevant training	2 (two) years of relevant experience	CSC Professional (2nd level)	<i>o Good written & verbal communication skills</i> <i>o Good supervisory & leadership skills</i> <i>o Good interpersonal skills and can deal with all levels in the organization</i> <i>o Logical and ability to make good and sound decisions;</i> <i>o Ability to operate effectively in different social situations;</i> <i>o Displays good ethics and integrity</i> <i>o Innovative & a strategic thinker</i>	Office of the Deputy Executive Director/ PPFPD- Arts Section
2	PROJECT OFFICER <i>(Project Hire)</i>	NA	NA	P 23,400.00	Bachelor's Degree Holder	Preferably with 4 (four) hours relevant training	Preferably with 1 (one) year relevant experience	none required but an advantage	<i>o Good written & verbal communication skills</i> <i>o Good interpersonal skills</i> <i>o Good administrative & client skills</i> <i>o Ability to operate effectively in different social situations</i> <i>o Planning & coordination skills</i> <i>o Displays good ethics & integrity</i>	Office of the Executive Director/ Awards & Recognition Unit

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 19, 2021. APPLICATIONS WITH INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture
(CS Form No. 212, Revised 2017) **AND** Work Experience Sheet. Forms can be downloaded at www.csc.gov.ph;
2. Updated comprehensive resume indicating the exact duration of employment and job description;
3. Transcript of Records (TOR); Diploma;
4. Two (2) copies of the most recent 2x2 photo;
- 5. Certificate of training 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. Marriage contract (if any)

QUALIFIED APPLICANTS have 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: September 9, 2021 Closing Date:
 September 19, 2021**