

NATIONAL COMMISSION FOR CULTURE & THE ARTS

Job Vacancies (February 15, 2022 - February 25, 2022)

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	EXECUTIVE ASSISTANT (Job Order)	NA	NA	P 31,440.00	Bachelor's Degree Holder	Minimum of 8 hours relevant training	Minimum of 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 Highly organized & keen in details o Planning & coordination skills o Can deal with all levels in the organization o Ability to operate effectively in different social situations o Displays good ethics & integrity o Adherence to confidentiality resolution 	Office of the Executive Director
2	CULTURE & ARTS OFFICER II (Project Hire)	NA	NA	P31,440.00	Bachelor's Degree in Arts & Sciences or it's relevant courses	Minimum of 8 hours relevant training	Minimum of 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 Ability to operate effectively in different social situations o Monitoring & evaluation skills o Displays good ethics & integrity o With good IT, numerical & analytical skills o Knowledgeable in organizational development & strategic planning 	Office of the Deputy Executive Director / Policy & Planning Office
3	LIAISON & TECHNICAL SUPPORT STAFF (Project Hire)	NA	NA	P18,000.00	Vocational Course or High School Graduate	Preferably with 4 hours training in painting and handling of artworks	With 1 year relevant experience	none required but an advantage	<ul style="list-style-type: none"> o Good interpersonal skills o Administrative skills o Skills in painting, hanging & handling of artworks 	PPFPD/ Cultural Heritage Section- NCCA Gallery & Exhibition Program

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 cc: hrms.ncca@gmail.com not later than **February 25, 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 exact duration of employment and job description;
3. Transcript of Records (TOR); Diploma;
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 (2022); TIN ID
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 cc: hrms.ncca@gmail.com

APPLICATIONS WITH INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED.

Posting Date : February 15, 2022

Closing Date : February 25, 2022