

NATIONAL COMMISSION FOR CULTURE & THE ARTS

Job Vacancies (May 29, 2024 - June 8, 2024)

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	COMPUTER MAINTENANCE TECHNOLOGIST (Contract of Service)	NA	NA	P27,000.00	Bachelor's Degree holder in Information Technology or its relevant courses	none required	none required	none required but an advantage	<ul style="list-style-type: none"> o Good communication skills o Good interpersonal skills o Client service and administrative skills o Strong sense of ethics & integrity o Versatile and enjoys a fast paced environment o Creative thinker o Good teamplayer; Multitasker o Can deal with all levels in the organization o Technical equipped in the field of work specifically in computer maintenance and basic repair 	Office of the Deputy Executive Director- Administrative & Finance Division/ Management and Information Systems Section
2	PROCUREMENT OFFICER (Job Order)	NA	NA	P26,000.00	Bachelor's Degree holder relevant to position applied for	Preferably with 4 hours relevant training	Preferably with 1 year relevant experience; Familiar with the New Government Procurement Reform Act & Procedures (RA 9184)	none required but an advantage	<ul style="list-style-type: none"> o Good communication skills; o Writing & technical skills; o Trustworthy & reliability; o Organizational skills ; Problem solving skills; o Highly organized and keen on details; o Can deal with all levels in the organization; o Strong sense of ethics and integrity; 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; o Adherence to confidentiality resolution 	Office of the Deputy Executive Director- Administrative & Finance Division/ Procurement Section
3	ADMINISTRATIVE SERVICES OFFICER (Project Hire)	NA	NA	P23,400.00	Bachelor's Degree holder relevant to position applied for	none required	none required	none required but an advantage	<ul style="list-style-type: none"> o Client service o Administrative skills o Good written & verbal communication skills o Resourcefulness and ability to prioritize o Technically equipped in the field of work o Multitasker o Adaptability and flexibility o Displays good ethics & integrity o Team player o Computer literate 	Office of the Deputy Executive Director- Cultural Properties Regulation Division
4	PROJECT COORDINATOR (Project Hire)	NA	NA	P26,000.00	Bachelor's Degree holder relevant to position applied for	none required	none required	none required but an advantage	<ul style="list-style-type: none"> o Good communication skills o Can deal with all levels in the organization o Ability to operate effectively in different social situations o Strong sense of ethics & integrity o Trustworthy & reliability o Planning, coordination, administration and logistic skills o Strong interest in Philippine Arts & Culture o Computer literate 	Office of the Deputy Executive Director- PPO/ Values
5	MANAGEMENT & AUDIT ANALYST (Project Hire)	NA	NA	P23,400.00	Bachelor's Degree holder in Accountancy or its relevant courses	none required	none required	none required but an advantage	<ul style="list-style-type: none"> o Good communication skills o Strong sense of ethics & integrity o Sense of accountability o Trustworthy & reliability o Organizational skills o Problem-solving & financial skills o Adherence to confidentiality resolution 	NEFCA- Accounting

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6	BUILDING/ THEATER PROPERTIES ADMINISTRATOR (Project Hire)	NA	NA	P46,725.00	Bachelor's Degree holder relevant to position applied for	With 8 hours relevant training	With 2 years relevant experience in building administration and construction management including preventive maintenance of building facilities, security, vehicle maintenance & housekeeping supervision	none required but an advantage	<ul style="list-style-type: none"> o Good written & verbal communication skills o Good leadership skills o Time management skills; Adaptability o Can deal w/ all levels in the organization o Attention to details o Strong sense of ethics & integrity o Technically equipped in the field of work o Problem solving skills & sense of accountability o Trustworthy & reliability o Planning & strong organizational skills o Decision making skills o Teamwork; Multitasker o Computer literate 	Office of the Deputy Executive Director-Metropolitan Theater
7	CONSERVATION ARCHITECT (Project Hire)	NA	NA	P39,672.00	Bachelor's Degree holder in Architecture	With 4 hours relevant training	With 1 year relevant experience	RA1080 (Licensed Architect)	<ul style="list-style-type: none"> o Excellent communication skills o Can deal with all levels in the organization o Ability to operate effectively in different social situations o Strong sense of ethics & integrity o Ability to coordinate logistics & administrative work o Trustworthy & reliability o Technically equipped in the field of work o Versatile and enjoys a fast paced environment o Familiar/ Knowledgeable in conservation works o Proficient in Architectural Software 	Office of the Deputy Executive Director-Metropolitan Theater
8	INTERNAL HOUSE AFFAIRS OFFICER (Project Hire)	NA	NA	P23,176.00	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 leadership skills o Administrative skills; Client service o Technically equipped in the field of work o Good written & verbal communication skills o Resourcefulness and ability to prioritize o Multitasker o Adaptability and flexibility o Displays good ethics & integrity o Team player o Computer literate 	Office of the Deputy Executive Director-Metropolitan Theater
9	VISITOR'S SERVICES OFFICER (Project Hire)	NA	NA	P33,843.00	Bachelor's Degree holder relevant to position applied for	With 4 hours relevant training	With 1 year relevant experience	none required but an advantage	<ul style="list-style-type: none"> o Good written and verbal communication skills o Good leadership skills o Good interpersonal skills o Can deal with all levels in the organization o Good administrative and client skills o Ability to operate effectively in different social situations o Planning, organization, and coordination skills o Displays good ethics and integrity o Resourceful and ability to prioritize o Highly adaptable to changes o Technically equipped in the line of work o Computer literate 	Office of the Deputy Executive Director-Metropolitan Theater

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10	(2) THEATER TECHNICIAN (Project Hire)	NA	NA	P27,000.00	Completion of 2 years in college or Highschool graduate with relevant vocational/trade course	With 16 hours relevant training	With 1 year relevant experience	none required but an advantage	<ul style="list-style-type: none"> o Can deal with all levels in the organization o Client service; administrative skills o Resourcefulness and ability to prioritize o Technically equipped in the field of work o With experience in the operations of theater audio & light systems o Multitasker; coordination skills o Adaptability and flexibility o Displays good ethics & integrity o Team player o Computer literate 	Office of the Deputy Executive Director-Metropolitan Theater
11	THEATER TECHNICIAN (Project Hire)	NA	NA	P33,843.00	Completion of 2 years in college or Highschool graduate with relevant vocational/trade course	With 16 hours relevant training	With 3 years of technical operations experience in audio/ lights system	none required but an advantage	<ul style="list-style-type: none"> o Can deal with all levels in the organization o Client service; administrative skills o Resourcefulness and ability to prioritize o Technically equipped in the field of work o With experience in the operations of theater audio & light systems o Multitasker; coordination skills o Adaptability and flexibility o Displays good ethics & integrity o Team player o Computer literate 	Office of the Deputy Executive Director-Metropolitan Theater
12	THEATER TECHNICIAN (Project Hire)	NA	NA	P36,619.00	Completion of 2 years in college or Highschool graduate with relevant vocational/trade course	With 16 hours relevant training	With 5 years of technical operations experience in audio/ lights system	none required but an advantage	<ul style="list-style-type: none"> o Can deal with all levels in the organization o Client service; administrative skills o Resourcefulness and ability to prioritize o Technically equipped in the field of work o With experience in the operations of theater audio & light systems o Multitasker; coordination skills o Adaptability and flexibility o Displays good ethics & integrity o Team player o Computer literate 	Office of the Deputy Executive Director-Metropolitan Theater

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) AND Work Experience Sheet.
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 training/s attended (training without valid certificates will not be credited as training)
6. Authenticated Civil Service Eligibility (optional);
7. Certificate of Employment/s and/or Clearance from previous employer/s (employment w/out valid certificates will not be credited as employment)
8. Certificates of recognition, commendations and awards (if any)
9. NBI clearance (2024);
10. PSA Birth Certificate; PSA 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: recruitment@ncca.gov.ph

POSTING DATE: MAY 29, 2024

CLOSING DATE: JUNE 8, 2024

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