



Office of the President of the Philippines  
COMMISSION ON INFORMATION AND COMMUNICATIONS TECHNOLOGY

## **Job Opportunities**

### **Program Assistant for Operations**

#### **Job description**

1. Provision of technical support for the smooth implementation of the global telecentre.org program
  - a. Assist in the documentation, communication and monitoring of programs and projects
  - b. Assist in scheduling and organizing events and meetings
  - c. Manage correspondences and coordinate program's logistical requirements;
  - d. assist in the updating of telecentre.org portal
2. Provision of administrative support including:
  - a. logistics for internal and external events;
  - b. maintenance and management of Foundation records, contacts, contracts and databases
3. Performance of other related duties as required

#### **Key Attributes for the Position**

- A bachelor's degree in information technology, communications, development or related fields;
- Experience in project management preferred
- Knowledge of MS office package at proficient level - especially Excel, Powerpoint, MS Outlook and Word;
- Excellent writing and verbal communication skills
- Can handle time pressure and work within tight deadlines while remaining flexible, proactive, resourceful & efficient;
- Possesses a high level of professionalism; and
- Has the ability to operate in an international environment.

### **Program Assistant for Finance and Administration**

#### **Job description**

1. Provision of finance-related support including but not limited to:
  - a. preparing of general financial applications, financial authorizations, reports and the like;
  - b. handling finance-related inquiries;
  - c. reviewing budgets and monitors expenditures against budgets;
  - d. gathering supporting documents, obtaining signatures, and processing local and foreign payments, collections, and reports.
  - e. maintaining cashbooks and other financial records;
2. Provision of administrative support including but not limited to:

- a. supplies and material procurement and management for the foundation;
  - b. preparing requisitions, purchase orders and other documents used in the procurement process and supervise the receipt of supplies and equipment;
  - c. preparing and analyzing all needed HR and supplies reports;
  - d. Ensuring the maintenance of foundation physical facilities, vehicles, and other equipment used in the storage of supplies and equipment.
3. Perform all other related duties, as required.

### **Key Attributes for the Position**

- A bachelor's degree in finance, accounting, business management or equivalent;
- Knowledge of MS office package at proficient level;
- Excellent knowledge of business English language;
- Has the ability to operate in an international environment;
- Knowledge of corporate accounting and auditing rules and regulations, an advantage;
- Previous working experience in finance, supply and HR management capacity preferred; and
- Result oriented and can handle pressure and work within tight deadlines while remaining flexible, proactive, resourceful & efficient.

### **Assignment and Compensation**

Program Assistants will be detailed at telecentre.org Foundation Inc., reporting directly to the Executive Director.

The position is a fixed term contractual one and salary is based on standard government rate (Salary Grade 16) for contractual personnel.

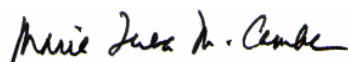
### **Application Process**

Please submit letter of application together with resume and supporting documents to:

**MARIA TERESA M. CAMBA**  
**Transition Manager, telecentre.org 2.0**  
c/o NCC-Field Operations Office  
CICT-NCC Bldg., C.P. Garcia Avenue, U.P. Campus, Diliman, Quezon City,

or email [recruitment@foo.ncc.gov.ph](mailto:recruitment@foo.ncc.gov.ph). Shortlisted applicants will be notified for interview.

Approved for publication and dissemination:



**MARIA TERESA M. CAMBA**

*PhilCeC program head and telecentre.org 2.0 transition manager*