

Vacancy Announcement

National Economic and Development Authority

Position: **Administrative Aide III**

Monthly Compensation: **PhP 7,307 (SG 3, job order for 6 months)**

Duties and Responsibilities

1. Provides administrative support during NEDA Board-National Land Use Committee (NB-NLUC) and its Technical Board meetings, including but not limited to photocopying and packaging of documents and other materials required by the Committee.
2. Delivers and picks-up relevant documents to and from various offices and units.
3. Assists in the inspection/acceptance of supply/equipment deliveries made for the NB-NLUC.
4. Act as equipment and supply custodian.

Qualification Requirements:

- Educational attainment: Able to read and write, preferably high school graduate or high school equivalency
- Training: None required
- Experience: None required
- Eligibility: None required



Please send letter of application and resume to:

Director Susan Rachel G. Jose

NEDA-Regional Development Coordination Staff

7/F NEDA sa Pasig, 12 St. Escriva Drive, Ortigas Center, Pasig City 1605

Email: sgjose@neda.gov.ph

cc: rsendencia@neda.gov.ph; rldeleon@neda.gov.ph

Telefax: (02) 631-3708 or 43

Deadline of Submission:
20 APRIL 2009 (FRIDAY)