



ADMINISTRATIVE ASSISTANT

FUNCTION OF POSITION

Assist the Administrative Officer in managing Human Resource areas such as PSC staff Recruitment; managing Personnel Records, PSC Timekeeping and payroll related matters, Benefits administration, New Staff orientation, Coordinates Internal Award program and Performance Appraisal, Position Classification and Compensation administration, Records Management and other HR related tasks which may assigned by the Supervisor. Serves as back up staff processing travel arrangement in the absence of Travel Clerk.

RESPONSIBILITIES

- Acts as a receptionist for the Peace Corps Office.
- Receives all guests, visitors and PC Volunteers and serves as a first point of contact.
- Manage timekeeping records of PSC staff for accurate monitoring and reporting includes but not limited to leave balances, Compensatory earned and usage, and Overtime verification.
- Prepares monthly remittances, quarterly reporting, and record keeping all documents relating to SSS, Pag-Ibig, and Philhealth.
- Attend on staff benefits concerns and provide administrative assistance such as enrolling new staff for Medical insurance, Life insurance, SSS/Pag-Ibig salary loan, issuance of certificate of Employment.
- Provide assistance in processing pension plan of retiring PSC staff and ensures timely payment on staff pension plan and safe keep of certificate of full payment
- Assists in the recruitment, selection and placement process and facilitate schedules of new staff orientation.
- Assist Section Supervisor in completing and record keep of PSC staff Performance Plan, Mid Year Review of Performance and Year End Performance Evaluation
- Coordinates Internal Award program
- Develop documentation on Position Classification and Compensation administration
- Other related tasks which maybe assign from time to time
- Serves as back up of Administrative Clerk for travel arrangement and booking
- Other Volunteer Support services which includes but not limited to Visa processing.
- Coordinates compliance on Records Management
- Proposes processes and procedures to enhance administrative effectiveness. Develops procedures and routines in a timely manner.
- Maintain 201 files
- Other related tasks which maybe assign from time to time. Develops terms-of-references for all project activities in the soliciting of bids and selection of venues;
- Coordinates with training event venues, including pre-event ocular inspections, equipment needs, on-site oversight of rooms and meals, and assists in facilitating the resolution of any issues;
- Arrange all participant travel (ground travel allowances, airline tickets, lodging, bus rentals, etc.);
- Travels to attend project-related events and meetings throughout the Philippines;
- Performs all administrative functions regarding the planning for project-related meetings, conferences, seminars, and workshops.

REQUIREMENTS

- Candidate must possess at least a Bachelor's/College Degree in Psychology, Human Resource Management, Behavioral Science or equivalent.
- At least 3 years of working experience in Human Resources or equivalent, experience in customer service is a plus.
- Level 4 (Fluent) speaking/reading English and Tagalog language is required.
- Has administrative background experience and willing to learn new admin procedures and guidelines applicable to Peace Corps.
- Self motivated, adaptable to changing situations, and has a strong ability to prioritize.
- Ability to work independently and as part of a team.
- Ability to maintain high levels of professionalism and confidentiality.
- Practical abilities in the use of MS Office (Outlook, Word, Excel), Power Point, the Internet. Familiarity of data management software a plus.
- Successful experience working with international organizations a plus.
- Previous experience working closely with people from diverse cultures, backgrounds, and perspectives (strongly preferred).
- Under Personal Services Contract

HOW TO APPLY

Interested applicants for this position should submit the following:

- A cover letter stating why you are qualified for the position
- A current resume or curriculum vitae with a recent picture
- Any other documentation (e.g. references, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position.

Applicants should submit a current resume or CV, cover letter and supporting documentation **NOT LATER THAN FEB 12, 4:00PM** to:

Jay Villapando (vacancy@ph.peacecorps.gov)