



NATIONAL DEVELOPMENT COMPANY

The government's investment arm

NDC, a Government Owned and Control Corporation (GOCC) under the Department of Trade and Industry is inviting qualified applicants to fill-in the following vacant positions:

DEPARTMENT MANAGER III (CORPORATE PLANNING DEPARTMENT) SG 26: Php92,108.00/mo.

- Master's Degree in economics, statistics, management, business or other related courses
- at least 5 years of supervisory experience in the areas of organizational strategy mapping, organizational planning facilitation, research and analysis, ISO process administration, at least 3 years of which is in a managerial capacity
- 120 hours of training in supervisory or management development course
- CS Professional (Second Level Eligibility)

HUMAN RESOURCE MANAGEMENT OFFICER V SG 22: Php58,717.00/mo.

- Bachelor's Degree in Psychology, Social Sciences, Management or other related course supplemented by an MA or MBA degree
- at least 4 years of experience in recruitment process and benefit administration, training administration, career development planning and implementation
- 24 hours of training in human resource management supervisory development course
- CS Professional (Second Level Eligibility)

INFORMATION TECHNOLOGY OFFICER I SG 19: Php42,099.00/mo.

- Bachelor's degree in Computer Science / Engineering or other related courses
- at least 2 years of experience in computer programming, LAN Administration, technical and service support administration
- 8 hours of training in ICT-related and management development courses
- CS Professional (Second Level Eligibility)

CORPORATE EXECUTIVE OFFICER II SG 24: Php73,299.00/mo.

- Bachelor's Degree in management, business, economics or other related course supplemented by an MA or MBA degree
- at least 4 years of experience in asset disposal administration, asset preservation and optimization, lease structuring and management, financial analysis, negotiation skills and dispute resolution
- 24 hours of training in operations and technology management and other management development courses
- CS Professional (Second Level Eligibility)

DEVELOPMENT MANAGEMENT OFFICER IV SG 22: Php58,717.00/mo.

- Bachelor's Degree in management, business, economics or other related course supplemented by an MA or MBA degree
- at least 3 years of experience in project support administration, financial analysis, investment management, and negotiation skills
- 16 hours of training in operations and technology management and other management development courses
- CS Professional (Second Level Eligibility)

SECRETARY III (2) SG 10: Php18,718.00/mo.

- Completion of two-years studies in college in secretarial, business or other related course
- at least 2 years of experience
- 8 hours of relevant training
- CS Sub-Professional (First Level Eligibility)

TREASURY OPERATIONS OFFICER VI SG 22: Php58,717.00/mo.

- Bachelor's Degree in Finance, statistics, economics, management, business or other related course supplemented by an MA or MBA degree
- at least 4 years of experience in treasury and banking operations, funds sourcing, funds management, loan administration, financial analysis and negotiation skills
- 24 hours of training in counterfeit detection of bills, signature verification/supervisory development course
- CS Professional (Second Level Eligibility)

MANAGEMENT AND AUDIT OFFICER V SG 22: Php58,717.00/mo.

- Bachelor's Degree in accounting, management, business, finance or other related course supplemented by an MA or MBA degree
- at least 4 years of experience in investment analysis, audit planning and strategy, management, financial and operational auditing and audit reporting
- 24 hours of training in management development course
- CS Professional (Second Level Eligibility)

Interested applicants may send their application letter and comprehensive resume to the Human Resource Management Unit, National Development Company, NDC Building 116 Tordesillas St., Salcedo Village, Makati City or through e-mail at janalimon@ndc.gov.ph ; mlfr@ndc.gov.ph or ndchr@ndc.gov.ph on or before **September 15, 2018**.

Only shortlisted candidates will be invited for interview.