

ASSISTANT GENERAL MANAGER

Deadline for accepting applications: **April 12, 2019**

Only those with Civil Service Eligibility will be processed. Kindly upload your **Certificate of Eligibility** or **PRC License**

Place of Assignment: Corporate Support Group

Salary : SG 29

Item No. 11

Qualifications:

Eligibility : CS Professional Second Level Eligibility

Education: BA/BS graduate in management, accounting, business, economics, finance or other related course supplemented by an MBA or other relevant MA degree

Training: 120 hours of management and technical training and the minimum 40 hours shall be management trainings taken within 5 years.

Work Experience:

- 5 years of supervisory/management experience preferably with progressively responsible experience in administrative support functions/planning/ finance and other related fields.
- Preferably Assistant Manager / Managers specializing in Corporate Strategy/Top Management or equivalent.
- Full-Time position available.

Instruction/Remarks :

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than April 12, 2019

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MA. LOURDES F. REBUENO

General Manager

NATIONAL DEVELOPMENT COMPANY

#116 Tordesillas Street Salcedo Village, Makati City
ndchr@ndc.gov.ph or ndchrfa@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

THE NATIONAL DEVELOPMENT COMPANY ADHERES TO THE EXISTING GENERAL POLICY OF NO DISCRIMINATION BASED ON GENDER IDENTITY, SEXUAL ORIENTATION, DISABILITIES, RELIGION AND/OR INDIGENOUS GROUP MEMBERSHIP IN THE IMPLEMENTATION OF ITS RECRUITMENT, SELECTION AND PLACEMENT.