**Administrative Assistant I (Salary Grade 7)**

Employment Status: **Contractual**

**Qualifications:**

• Educational Attainment: College Graduate  
• Work Experience: None required  
• Training: None required  
• Eligibility: None required  
• Able to work independently with minimal supervision  
• With own laptop

**Requirements:**

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below

1. Application letter.

2. Updated resume or personal data sheet

3. Certified true copy of diploma and transcript of records.  
5. Photocopy of Transcript of Records

Qualified applicants are advised to hand in or send through courier / email their application to:

**Rolando V. Maningas, Ph.D**  
OIC, Center Director  
Agricultural Training Institute Region IV-A  
Brgy. Lapidario, Trece Martires City, Cavite  
email: [atirtc4a@gmail.com](mailto:atirtc4a@gmail.com)

Applications with incomplete documents shall not be entertained.

**Provincial Project Management Officer I (Salary Grade 11)**

Employment Status: **Contractual**

**Qualifications:**

• Educational Attainment: Bachelor’s degree of in Agriculture, Agribusiness or related courses.

• Work Experience: Preferably (experience may be an advantage)

• Training: None required (relevant training may be an advantage)

• Eligibility: None required (relevant eligibility may be an advantage)

• Functional knowledge in Program Designing

• Relevant experience on Project Coordination/Secretariat Functions

• Knowledge on capacity development interventions, policies and processes; whole of government policy (as advantage)

• Capability to work in a term environment

• Effective work planning, organizing and resource management skills

• Effective communication, negotiation and presentation skills

• Excellent command of written and spoken English

• Good technical writing skills

**Requirements:**

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below

1. Application letter.

2. Updated resume or personal data sheet

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