

We are hiring!!!

The National Archives of the Philippines is in need of Contract-of-Service personnel to form part of the Project Management Team for the Restoration of Intendencia Building Phase I.

(1) Architect II

(1) Engineer II

(1) Administrative Aide II

Effectivity Date: May 10, 2021 to December 31, 2021

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 May 3, 2021.

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 last rating period (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:

JOCELYN G. REYES

Chief Administrative Officer

6th Floor, PPL Building, 1000 United Nations Avenue, cor San Marcelino Street, Paco, Manila, 1007

Telephone No.: (02) 8708-8656

E-mail: nationalarchives@nationalarchives.gov.ph / nap_hrm@nationalarchives.gov.ph

Reminder:

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

for more info, kindly visit, <https://nationalarchives.gov.ph/career-opportunities-7/>

(1) ARCHITECT II (Project Architect)

Reporting to	:	Project Manager
Unit	:	Intendencia Project Management Team
Salary Grade	:	16
Job Summary	:	Architectural work for the implementation of the restoration and conservation project.

Knowledge, Skills, and Abilities:

- Knowledge in the restoration, repair, preservation, and conservation of movable and immovable objects and implementation of the R.A. 6541 (National Building Code of the Philippines) and R.A. 10066 (Heritage Law)
- Skills on conservation techniques
- Knowledge in project management

Education and Experience:

- Bachelor's Degree in Architecture

- R.A. 1080
- One (1) year relevant experience
- Four (4) hours relevant training

(1) **ENGINEER II** (Civil Engineer)

Reporting to : Project Manager
 Unit : Intendencia Project Management Team
 Salary Grade : 16
 Job Summary : Planning and supervision on the engineering aspect of Intendencia Building restoration and conservation project.

Knowledge, Skills, and Abilities:

- Knowledge in the restoration, repair, preservation and conservation of movable and immovable objects and implementation of the R.A. 6541 (National Building Code of the Philippines) and R.A. 10066 (Heritage Law)
- Skills on conservation techniques
- Knowledge in project management

Education and Experience:

- Bachelor's Degree in Civil Engineering
- R.A. 1080
- One (1) year relevant experience
- Four (4) hours relevant training

(1) **ADMINISTRATIVE AIDE II**

Reporting to : Project Manager
 Unit : Intendencia Project Management Team
 Salary Grade : 2
 Job Summary : Perform support clerical work for the implementation of the division's daily operation.

Knowledge, Skills, and Abilities:

- Knowledge in computer and clerical works.

Education and Experience:

- Completion of two (2) years college studies
- Experience and training non-required