

JOB OPENING: JUNIOR PROJECT ASSISTANT (SG-13)

Office of the Vice President for Academic Affairs (OVPAA)

University of the Philippines System

Job Description:

- Generate reports on OVPAA activities, including infographics and publicity materials.
- Coordinate activities related to curriculum and instruction.
- Prepare financial documents needed for reimbursement and procurement.
- Perform other tasks related to OVPAA functions

Requirements:

- Bachelor's degree related to Communication, Statistics, Public Administration, or related fields.
- Preferably with at least 1 year of relevant experience and at least 4 hours of relevant training
- Preferably with experience working in an academic environment or in research management
- Excellent written and verbal communication in English and/or Filipino
- Proficient in MS Office applications (Word, Excel, PowerPoint) and in any financial software
- Detail-oriented, organized
- Ability to manage multiple activities
- Ability to work independently and in a team environment
- Willing to work long hours if necessary

If interested, submit your curriculum vitae with references, cover letter, and portfolio by email to:

Dr. Maria Cynthia Rose Banzon Bautista
Vice President for Academic Affairs
Office of the Vice President for Academic Affairs
University of the Philippines System

Email: ovpaa.applications2019@gmail.com

Deadline: 24 November 2021