

WE ARE HIRING!



(1) ADMINISTRATIVE AIDE VI
(Contract of Service)

Qualification Standards:

- Must have at least a college-level education in any related field.
- Requires 1-2 years of experience in a relevant role.
- Should possess encoding skills and proficiency in Microsoft Suite, including Word, Excel and PowerPoint.

DEADLINE OF SUBMISSION : MARCH 30, 2025

Interested applicants are requested to submit their latest/updated Personal Data Sheet, Resume and Letter of Intent to:

Exec. Dir. Paulo Francisco C. Tatad through Mr. Jan Errol B. Facundo, MMPA
and send to HR recruitment email: recruitment@psc.gov.ph



PHILIPPINE SPORTS COMMISSION
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(1) ACCOUNTING CLERK IV (Contract of Service)

Qualification Standards:

- With Bachelor's degree related to Accounting or Finance.
- Preferably with at least 1 year work experience.

Skills and Attributes:

- Technical skills (Data Analysis and Problem Solving)
- Communication Abilities / Positive Attitude
- Active Listening and Strategic
- Personal Attributes (Patience, Integrity, Adaptability)
- Proficient in Computer Software

Duties and Responsibilities:

- Assess and Checking of Liquidation Report of NSA
- Assess and Checking of Reimbursement Request of NSA
- Other task that may be assigned by the Supervisor

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(1) ANTI DOPING EDUCATION OFFICER (Contract of Service)

Role Summary:

- Developing a code-compliant education plan which meets the requirements of the International Standard for Education.
- Supporting National Sport Federations with their Anti-Doping Education strategies and their antidoping education requirements under the World Anti-Doping Code and International Standard for Education.
- Leading and managing the educators' team/ network, including the recruitment, training, deploying and quality assuring of educators in support of the education program.
- Building International relationships with other anti-doping organizations and other stakeholders to coordinate education efforts, exchange ideas, and enhance programs.

Qualities and Attributes:

- Integrity (equity, justice, fairness, courage, accountability)
- Excellence (professionalism, innovation, quality, competence)
- Respect (honesty, openness, inclusion, diversity)
- Collaboration (engagement, teamwork)
- Dedication (passion)

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(1) INTERNATIONAL RELATIONS OFFICER (Contract of Service)

Role Summary:

- Developing communications and public relations plans and strategies to inform internal processes and to inform external stakeholders and the ADO's various target audiences
- Researching, writing and/or producing, editing, and proofreading communication content, including brochures, website copy presentations, speeches, briefing notes.
- Respond to media inquiries and provide writing support for a variety of media, including backgrounders, speaking notes, articles, news releases, for distribution or publication.
- Building beneficial and trustful relations with athletes, sport and anti-doping stakeholders, public authorities, and media partners.

Qualities and Attributes:

- Integrity (equity, justice, fairness, courage, accountability)
- Excellence (professionalism, innovation, quality, competence)
- Respect (honesty, openness, inclusion, diversity)
- Collaboration (engagement, teamwork)

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