



**Republic of the Philippines  
CIVIL AVIATION AUTHORITY  
OF THE PHILIPPINES**



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| <b>Place of Assignment:</b> | CAAP – Central Office   |
| <b>Position Title:</b>      | Organizational Manpower Specialist (Contract of Service)                    |
| <b>Eligibility:</b>         | None required but CS Professional/Second Level Eligibility is an advantage. |
| <b>Education:</b>           | Bachelor’s degree in Industrial Engineering                                 |
| <b>Training:</b>            | Preferably 16 hours relevant training                                       |
| <b>Experience:</b>          | At least one (1) year relevant experience                                   |

**Instruction/Remarks:**

Interested and qualified applicants are requested to send their application documents (in PDF) to [careers@caap.gov.ph](mailto:careers@caap.gov.ph) with subject Organizational Manpower Specialist\_Last Name, First Name

**Applicants must have the following competencies:**

1. Business process mapping and streamlining
2. Workload Review
3. Manpower Planning
4. Strong analytical and mathematical skills
5. Excellent written and verbal communication skills
6. Proficiency in Microsoft Office (Excel, PowerPoint, Word) and other relevant Applications
7. Project planning and management
8. Proficient in MS Visio or any flow-chart applications
9. Good presentation skills, and facilitating business process workshops

**Application Documents:**

1. Letter of Intent addressed to Ms. Amneris G. Gabriel – Acting Chief III, HRMD/ ADG I-ATS
2. Updated Curriculum Vitae (CV)
3. Updated Personal Data Sheet (PDS)

**Applications with incomplete requirements shall not be entertained.**

**Posting date:** January 23, 2024

**Closing Date:** February 29, 2024