



Place of Assignment: Administrative and Finance Service (AFS) - Procurement Department

Position Title: Technical Assistant

Education: Completion of four (4) years studies in College

Training: None required

Experience: 1 year of relevant experience

Eligibility: *None required but CS Professional/Second Level Eligibility is an advantage*

Instruction/Remarks:

Interested and qualified applicants are requested to send the application documents (in PDF) to careers@caap.gov.ph with subject Technical Assistant_Last Name, First Name

Duties and Responsibilities:

1. Take dictation and transcribe minutes of BAC meetings, bid openings, and other related proceedings.
2. Prepare accurate and timely minutes, notices, resolutions, and other official documents of the BAC.
3. Maintain and organize BAC records, files, and documentation for easy retrieval and audit purposes.
4. Assist in the preparation of bid documents, including posting and distribution.
5. Provide clerical and administrative support to BAC members and BAC Secretariat staff.

Application Documents:

1. Letter of Intent addressed to Ms. Amneris G. Gabriel – Acting Division Chief III, Human Resource Management Division
2. Updated Curriculum Vitae (CV)
3. Updated Personal Data Sheet (PDS)

Applications with incomplete requirements shall not be entertained.

Posting date: 04 June 2025

Closing Date: 13 June 2025