

URGENT HIRING!



ARCHIVIST



1 VACANT POSITION

COMPENSATION RATE:

SG-10 Equivalent

JOB TYPE

Contract of Service

PLACE OF ASSIGNMENT

**Records Section, News and Information Bureau
Bldg, Malacañang Compound, San Miguel,
Manila City**

Interested and qualified applicants should signify their interest in writing and submit their applications to:

**Timothy Paul T. Javier
Head, HRMS**

**PCO-NIB Bldg., Malacañang Compound, Manila 1005
recruitment@nib.gov.ph**

APPLY NOW

QUALIFICATIONS

- Graduate of library science or related course OR prior experience in records keeping and document management in government office setting
- Experience: preferably with prior work experience and familiarity with National Archives of the Philippines policies

DUTIES AND RESPONSIBILITIES

1. Knowledgeable in storing and archival techniques from various time periods;
2. Maintain organizational systems, keeping track of archived materials;
3. Ensure that most archived materials are stored on databases for easy access and efficiency;
4. In-charge of implementation of digital files library in the bureau;
5. Perform other functions as assigned by supervisors.

Required Documents:

1. Application Letter
2. Fully accomplished PERSONAL DATA SHEET (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
3. CS Form 212 Attachment - Work Experience Sheet which can be downloaded at www.csc.gov.ph
4. Transcript of Record/Diploma

URGENT HIRING!



PHOTO LIBRARIAN



1 VACANT POSITION

COMPENSATION RATE:

₱25,000.00

JOB TYPE

Contract of Service

PLACE OF ASSIGNMENT

Philippine News Agency, Visayas Avenue,
Quezon City

Interested and qualified applicants should signify their interest in writing and submit their applications to:

Timothy Paul T. Javier
Head, HRMS

PCO-NIB Bldg., Malacanang Compound, Manila 1005
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APPLY NOW

QUALIFICATIONS

- Completion of two years studies in college
- Relevant experience is preferred but not required

DUTIES AND RESPONSIBILITIES

1. Catalogs and classifies photos by subject;
2. Develops and implements procedures for processing photographic materials;
3. Maintains and helps to research photo identifications;
4. Oversees the creation, implementation, and maintenance of photo database; and
5. To perform other related matters as may be required by the NIB Director.

Required Documents:

1. Application Letter
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4. Transcript of Record/Diploma