



**POSTING OF VACANT POSITION IN THE
RESEARCH, INNOVATION AND STRATEGIC ADVISORY**

Officer IV / JG 16
Item No. 03100
Social Security and Employees' Compensation Insurance Staff
Actuary Office

QUALIFICATION STANDARDS:

- Education : Master's degree or Certificate in Leadership and Management from the CSC
- Training : 120 hours of supervisory/ management learning and development intervention, 40 hours of which should be management training and 80 hours of technical/highly specialized training.
- Experience : Five (5) years of supervisory/ management experience
- Eligibility : Career Service Professional or any appropriate eligibility for second level position
- Basic Function : The Officer IV position involves the exercise of management functions such as planning, organizing, directing, and coordinating the activities of the Social Security and Employees' Compensation Insurance Staff (SSECIS), which requires the application of managerial and supervisory skills and some degree of professional/technical knowledge in the performance of duties. The Officer IV shall be accountable for the performance of the department and shall be responsible for the adoption of departmental plans and programs that address resources and operational challenges. The Officer IV shall make decisions based on established policies, procedures and/or guidance from the Senior Vice President and shall provide advice on related policies and procedures to employees, colleagues and/or customers of SSECIS.
- Competencies** : *Must have leadership skills; adept in risk management, business analysis, corporate finance, business regulations, project management, business operations; possesses actuarial acumen.*

Reminders:

Applications will be accepted until **November 25, 2024.**

2017 Omnibus Rules on Appointment and Other Human Resource Actions (Revised July 2018) only requires at least ten (10) calendar days publication of vacant positions for Government-Owned or Controlled Corporation. Hence, the screening may commence once the 10 calendar days publication requirement is met.

The publication of a particular vacant position shall be valid until filled but not to extend beyond nine (9) months reckoned from the date the vacant position was published (Rule VII Sec. 29 of the 2017 ORA-OHRA, Revised July 2018).

Interested applicants may send the following requirements to this e-mail address:

recruitment@gsis.gov.ph

or via mail to:

Atty. Engelbert Anthony D. Unite
Officer IV
HR Management Department
Human Resources Office
Level 4, Core C, GSIS Financial Center, Pasay City

1. Application letter indicating the position being applied for, item number and name of the department/office where the vacancy is.
2. Properly accomplished Personal Data Sheet (PDS) with recent passport size picture and Work Experience Sheet (WES), Authorization for Background Check Form, Data Privacy Notice of Consent, and Omnibus Certification of Authenticity and Veracity of Documents.
3. Photocopy of authenticated certificate of eligibility/rating/license.
4. Photocopy of authenticated Transcript of Records.
5. Photocopy of training certificates.
6. For applicants currently in the **government service**, performance rating in the last rating period is **required** (For EXTERNAL applicants only).

For the proper review of your application, please ensure that complete documents are submitted. **Only applications submitted with complete requirements will be processed.** As regards the collection, use, access, disclosure and processing of the personal and sensitive data gathered from such application, the same shall be done in accordance with the Private Policy of the

GSIS pursuant to the requirements of Republic Act (R.A. 10173 - Data Privacy Act of 2012).

Further, the GSIS, hereby adopts the following policy statement in its recruitment process pursuant to the CSC's PRIME-HRM¹:

“The GSIS espouses the principle of Equal Employment Opportunity while ensuring a merit-based recruitment, selection and placement process. Thus, the GSIS highly encourages all interested and qualified applicants, including persons with disability, regardless of age, sexual orientation, gender identity, civil status, religion, social status and other similar personal circumstance, to pursue a career opportunity in GSIS.”

¹ Program to Institutionalize Meritocracy and Excellence in Human Resource Management