

NOTICE OF JOB OPPORTUNITY

Position: Local Hire

Location: Philippine Department of Tourism-New York Office

Salary: According to prevailing rates in the US and the New York offices of the DFA and its attached agencies, subject to approval by the Department of Tourism

Status: Full-Time Local Hire Contract

The position requires provision of administrative, operations and marketing support to the Philippine Department of Tourism–New York office (PDOT-New York) for its programs, activities and projects within its area of jurisdiction.

MINIMUM QUALIFICATIONS:

1. Education

- Must possess a university/college degree
- With understanding of basic clerical, accounting, document storage, filing and property management concepts
- Must be familiar with basic business and marketing concepts

2. Experience

- Must have at least two (2) years of work experience relevant to the position
- Familiarity with Philippine government processes and procedures would be an advantage
- Work experience in the government, Philippine Embassies/Consulates, would be an advantage

3. Skills and Qualities

- High level of organization and attention to detail and time management skills
- Good scheduling, calendar and resource management skills
- Strong ability to understand and follow instructions effectively
- Good written and verbal communication skills in English; ability to speak Filipino would be an advantage
- Must be proficient with Microsoft Word, Excel, Google Suite/Workspace, PowerPoint and Adobe and virtual/hybrid meeting tools/platforms
- Comfortable with multi-tasking in a deadline-driven environment
- Must be comfortable and capable in handling and administrative procedures and official forms
- Proactive, adaptable, problem-solver and has ability to work alone or with a team
- Reliable, honest, trustworthy and with positive attitude and demeanor
- Must demonstrate problem solving and critical thinking skills
- Must be able to work well with colleagues, contacts and partners regardless of generation and cultural and social background.

KEY DUTIES AND RESPONSIBILITIES:

The Local Hire will provide support to PDOT-New York on the following:

- Clerical and administrative matters
- Office operations: finance, logistics, supplies, properties and records management, etc.
- Projects and events
- Scheduling and coordination
- Answering and endorsement of external inquiries, management of calls and email communications
- Perform other functions as may be required

ELIGIBILITY REQUIREMENTS:

Applicants must meet the below Eligibility Requirements in according with relevant issuances on the recruitment of Local Hires and support staff in Foreign Offices/Posts:

1. Has legal status and is legally permitted to work in the USA
2. Has a valid police clearance certificate issued by the concerned agency in the USA
3. Must pass the appropriate examination and background check
4. Must be physically fit to assume the duties and responsibilities of the job as shown by a physician's certification
5. Must not have relatives within the 3rd civil degree of consanguinity or affinity of Foreign Service Personnel at the Philippine Center in New York and their private staff and holding official or diplomatic passports
6. Must be at least twenty (20) years of age and not older than sixty-two (62) years old at the start of the contract of service, without prejudice to age requirements under existing labor laws or regulations of the host country

The prospective Local Hire must be flexible in terms of work arrangement due to activities and projects which may not fall within weekdays and for requirements needing urgent attention/output and be able to work as part of a team and comply with the administrative and financial rules and regulations of the Philippine Department of Tourism.

Please send your latest CV and copy of passport data page of valid US visa or other proof of eligibility to work in the USA to ao@philippinetourismny.org by August 5, 2025. All documents submitted will be treated with full confidentiality.

Please note that hiring will be subject to the approval and funding by the Philippine Department of Tourism Central Office.

Thank you.

PHILIPPINE DEPARTMENT OF TOURISM – NEW YORK