



University of the Philippines Open University
FACULTY OF EDUCATION
Los Banos, Laguna, Philippines 1101
<http://www.upou.edu.ph>

JOB OPPORTUNITY

One (1) Project Assistant I (DOST Funded Project)

Qualifications:

- At least a Bachelor's degree
- Good oral and written communication skills in English
- Facility in the use of office computer software (e.g. MS Word, MS Excel, Powerpoint, Photoshop) and the Internet
- Has knowledge on government administrative procedures (i.e. procurement)
- With basic knowledge in bookkeeping and accounting procedures
- Keen to details, analytical, can work with less supervision, and proficient in time management
- Must be active, energetic and can do multi-tasking

Interested parties should submit the following **on or before 8 July 2019** at Faculty of Education, IMDPO Building, UPOU Headquarters, Los Baños, Laguna or email at [**fed@upou.edu.ph**](mailto:fed@upou.edu.ph) :

1. Letter of application addressed to Dean Ricardo T. Bagarinao
2. Curriculum vitae
3. Valid transcript of records