

## LIST OF VACANCIES

(as of February 20, 2014)

OFFICE/UNIT				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
<b>OFFICE OF THE SECRETARY (OSEC)</b>							
OSEC-DNDB-ADAS2-39-2005	Administrative Assistant II	8	1	Completion of 2 year studies in college	1 yr of relevant experience	4 hrs of relevant training	CS Sub-professional
OSEC-DNDB-ADAS2-40-2005	Administrative Assistant II	8	1	Completion of 2 year studies in college	1 yr of relevant experience	4 hrs of relevant training	CS Sub-professional
NEW	Administrative Assistant II	8	1	Completion of 2 year studies in college	1 yr of relevant experience	4 hrs of relevant training	CS Sub-professional
NEW	Administrative Assistant II	8	1	Completion of 2 year studies in college	1 yr of relevant experience	4 hrs of relevant training	CS Sub-professional
NEW	Administrative Aide IV (Clerk II)	4	1	Completion of 2 year studies in college	None required	None required	CS Sub-professional
<b>INTERNAL AUDIT SERVICE (IAS)</b>							
NEW	Internal Auditor V	24	1	Masteral degree	4 yrs in position/s involving management and supervision	24 hrs of relevant training in management and supervision	CS Professional
NEW	Internal Auditor IV	22	1	Bachelor's degree relevant to the job	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
OSEC-DNDB-ADOF4-25-2005	Internal Auditor II	15	1	Bachelor's degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CS Professional
OSEC-DNDB-ADOF2-29-2005	Internal Auditor I	11	1	Bachelor's degree	None required	None required	CS Professional
<b>PUBLIC AFFAIRS SERVICE (PAS)</b>							
OSEC-DNDB-CADOF-21-2005	Chief Administrative Officer (Info Ofcr V)	24	1	Masteral degree	4 yrs in position/s involving management and supervision	24 hrs of relevant training in management and supervision	CS Professional
<b>OFFICE OF THE ASSISTANT SECRETARY FOR ACQUISITION, INSTALLATIONS AND LOGISTICS (OASAIL)</b>							
OSEC-DNDB-ENG5-21-2000	Engineer V	24	1	Masteral degree	4 yrs in position/s involving management and supervision	24 hrs of relevant training in management and supervision	RA 1080
OSEC-DNDB-LGMO2-19-2000	Logistics Management Officer II	15	1	Bachelor's degree	1 yr of relevant experience	4 hrs of relevant training	CS Professional

