



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

**NOTICE OF HIRING
(Contract of Service)**

One (1) Researcher

Qualifications

Education : Bachelor's Degree relevant to the job, such as Tourism Management, Landscape Architecture, Environmental Management

Experience : Relevant experience in urban design and site planning

Preference:

- Has background in Tourism Estate Development
- Has above average verbal and written communication skills
- Detail-oriented and possess other technical skills
- Proficient in MS Word, Excel, PowerPoint and online and offline Microsoft Application
- Has basic or advance knowledge in GIS Mapping, SketchUp, and AutoCAD

Place of Assignment : TEZ Assistance and Monitoring Department – Clark FTEZ *(to be assigned at the TIEZA MAIN OFFICE)*

Contract Duration : August 2024 – July 2025

Monthly Salary : ₱ 40,000.00 net of tax

Functions

1. Research as required, compiles and summarizes information for reports, presentations or policies.
2. Prepares correspondence such as letters pertaining to TEZ matters and related reports.
3. Assists in liason work between Clark TIEZA TEZ Committee and other agencies concerned.
4. Coordinate schedules, arranges meetings and distributes memoranda and reports.
5. Manage calendars for Clark TIEZA TEZ Committee and make travel arrangements.
6. Maintains physical and digital filing systems.
7. Ensures the confidentiality and security of files and filing systems.
8. Provides secretarial, administrative and clerical support
9. Performs other duties and functions as may be assigned.





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Interested applicants may submit their respective application letter with duly accomplished Personal Data Sheet or comprehensive resume, photocopy of academic Transcript of Records, a photocopy of PRC ID, photocopies of certificate of employment and seminars attended, on or before **16 September 2024** addressed to:


ROSANNA M. OLGADO

Manager, Administrative Services Department
6th Floor, Tower 1, Double Dragon Plaza,
Diosdado Macapagal Ave. cor. EDSA Extension, Bay Area
recruitment@tieza.gov.ph



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