



# WE'RE HIRING

## PROJECT MANAGER

Contract of Service for a period of 6 Months

- Licensed Civil Engineer;
- At least 5 years of experience in the field of construction;
- Knowledge of local construction regulations, permits, and approval process;
- Experience with construction contract negotiations and claims management;
- At least 3 projects done as a Project Manager;
- Experience leading a construction crew;
- Prior experience managing at construction site; and
- At least 8 hours relevant training/seminar

Submit your documents to

**[recruitment@osg.gov.ph](mailto:recruitment@osg.gov.ph)** :

- Letter of Intent specifying the position applied for addressed to the Solicitor General;
- Fully accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) and required Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- PRC ID License and Certificate of Board Rating
- Transcript of Records; and,
- Certificate of Training/Seminars



# Office of the Solicitor General

## PUBLICATION OF VACANT ADMINISTRATIVE POSITION ADMINISTRATIVE DIVISION

Position Title (Parenthetical Title, if applicable)	Salary (Gross Pay)	No. of Vacancy/ies	Qualification Standards				Place of Assignment
			Education	Training	Experience	Eligibility	
Project Manager <small>Contract of Service for a period of 6 Months</small>	P51,357.00 Monthly	1	Bachelor's Degree relevant to the job	At least 8 hours of relevant training	At least 5 years experience in the field of construction	RA 1080 (Licensed Civil Engineer)	Administrative Division
<b>Job Description:</b>			<ul style="list-style-type: none"> <li>•Oversees and direct construction project from conception to completion;</li> <li>•Assists in the crafting of the Terms of Reference for the Renovation Project including drafting of contracts when necessary;</li> <li>•Assists in the conduct of bidding activities to ensure that prospective contractor complies with all the requirements;</li> <li>•Assists in the conduct of post-qualification of the winning bidder's compliance with all the requirements;</li> <li>•Oversees all on-site and off-site constructions to monitor compliance with building and safety regulations, including compliance to the requirements of the building administrator;</li> <li>•Creates and maintains comprehensive project documentation;</li> <li>•Reviews and ensures that the work progress is in accordance with the work schedule; and,</li> <li>•Evaluates project bill of materials/ bill of quantities.</li> </ul>				