



Republic of the Philippines

# Metropolitan Cebu Water District

Lapu-Lapu - Magallanes Sts., Cebu City

Tel. Nos.: (032) 254-8434 • 412-1836 • 256-0413 to 15 • 256-0424

Fax Nos. (032) 254-5391 • 253-0101 | [pad@mcwd.gov.ph](mailto:pad@mcwd.gov.ph) | [publicaffairs@mcwd.gov.ph](mailto:publicaffairs@mcwd.gov.ph)

## **PROCUREMENT ANALYST A** **CONTRACTUAL HIRING**

Plantilla Item No.	: N/A (1 slot)
Salary Grade	: 13
Place of Assignment	: Procurement Division, PMMD, MCWD Main Office, Cebu City

### **MINIMUM QUALIFICATIONS:**

Education	: Bachelor's Degree
Training	: None Required
Experience	: None Required
Eligibility	: Career Service (Professional), Second Level Eligibility

### **COMPETENCIES NEEDED:**

1. Knowledge in Procurement Management
2. Written and Verbal Communication Skills
3. Attention to Detail
4. Records and Administrative Management
5. People Skills
6. Independence


Interested applicants must submit the following documents:

1. Duly accomplished Personal Data Sheet (PDS) with recent passport size picture
2. Performance Rating in the last rating period
3. Authenticated copy of the CSC Eligibility / PRC License / Board or Bar rating
4. Certified True Copy of Diploma, Transcript of Records and other documents supporting highest educational attainment
5. Certified True Copy of Employment Certificate with detailed Job Description issued by the authorized personnel
6. Certified True Copy of Certificate of Trainings / Seminars / Conferences / Workshops attended (include the module / program)

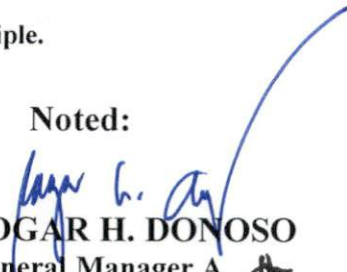
**COMPLETE** application documents / requirements must be submitted to the Human Resources Department through this link: <https://form.jotform.com/230450188291454> not later than February 27, 2023. Applications with incomplete documents shall not be entertained. Applicants who will pass the initial screening will be contacted for a written examination.

MCWD adheres to the equal employment opportunity principle.

Approved:

  
ELSON C. ENGLIS  
Manager, Human Resources Dept.

Noted:

  
EDGAR H. DONOSO  
General Manager A

