

**MARITIME TRAINING COUNCIL (MTC) VACANCIES (as of 2 February 2012)**

POSITION : **CHIEF LABOR AND EMPLOYMENT OFFICER SG: 24**  
ITEM NO. : MTC-CLEO-1-2009  
DIVISION : STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING  
(STCW) MONITORING AND EVALUATION

**QUALIFICATION STANDARDS:**

EDUCATION : Masteral Degree  
EXPERIENCE : 4 years in position/s involving management and supervision  
TRAINING : 24 hours of training in management and supervision  
ELIGIBILITY : CS Professional or 2nd Level Eligibility

POSITION : **LABOR AND EMPLOYMENT OFFICER III SG: 16**  
ITEM NO. : MTC-LEO3-2-2009  
DIVISION : STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING  
(STCW) MONITORING AND EVALUATION

**QUALIFICATION STANDARDS:**

EDUCATION : Bachelor's Degree relevant to the job  
EXPERIENCE : 1 year of relevant experience  
TRAINING : 4 hours of relevant training  
ELIGIBILITY : CS Professional or 2nd Level Eligibility

POSITION : **CHIEF LABOR AND EMPLOYMENT OFFICER SG: 24**  
ITEM NO. : MTC-CLEO-2-2009  
DIVISION : MARITIME TRAINING CENTER REGISTRATION AND ACCREDITATION

**QUALIFICATION STANDARDS:**

EDUCATION : Masteral Degree  
EXPERIENCE : 4 years in position/s involving management and supervision  
TRAINING : 24 hours of training in management and supervision  
ELIGIBILITY : CS Professional or 2nd Level Eligibility

POSITION : **LABOR AND EMPLOYMENT OFFICER III SG: 16**  
ITEM NO. : MTC-LEO3-7-2009  
DIVISION : MARITIME TRAINING CENTER REGISTRATION AND ACCREDITATION

**QUALIFICATION STANDARDS:**

EDUCATION : Bachelor's Degree relevant to the job  
EXPERIENCE : 1 year of relevant experience  
TRAINING : 4 hours of relevant training  
ELIGIBILITY : CS Professional or 2nd Level Eligibility

POSITION : **CHIEF ADMINISTRATIVE OFFICER** **SG: 24**  
ITEM NO. : MTC-CADOF-1-2009  
DIVISION : ADMINISTRATIVE AND FINANCE

QUALIFICATION STANDARDS:

EDUCATION : Masteral Degree  
EXPERIENCE : 4 years in position/s involving management and supervision  
TRAINING : 24 hours of training in management and supervision  
ELIGIBILITY : CS Professional or 2nd Level Eligibility

POSITION : **ADMINISTRATIVE OFFICER V** **SG: 18**  
ITEM NO. : MTC-ADOF5-1-2009 (BUDGET)  
DIVISION : ADMINISTRATIVE AND FINANCE

QUALIFICATION STANDARDS:

EDUCATION : Bachelor's Degree relevant to the job  
EXPERIENCE : 2 years of relevant experience  
TRAINING : 8 hours of relevant training  
ELIGIBILITY : CS Professional or 2nd Level Eligibility

POSITION : **ADMINISTRATIVE OFFICER V** **SG: 18**  
ITEM NO. : MTC-ADOF5-2-2009 (CASHIER)  
DIVISION : ADMINISTRATIVE AND FINANCE

QUALIFICATION STANDARDS:

EDUCATION : Bachelor's Degree relevant to the job  
EXPERIENCE : 2 years of relevant experience  
TRAINING : 8 hours of relevant training  
ELIGIBILITY : CS Professional or 2nd Level Eligibility

Interested applicants may submit their application letter, Personal Data Sheet/résumé, copy of civil service eligibility and copy of transcript of records to the Administrative and Finance Division, Maritime Training Council, 10F G.E. Antonino Building, T.M. Kalaw cor. J. Bocobo Sts., Ermita, Manila. Applicants who have already submitted applications prior to this publication need not apply.