



AD-035-2023

EMBASSY OF THE REPUBLIC OF THE PHILIPPINES SINGAPORE

URGENT JOB VACANCY

The public is informed that the Philippine Embassy in Singapore is looking for one (1) Project Term Personnel (PTP) for overseas voter registration.

Interested applicants should already be residing and legally-qualified to seek gainful employment in Singapore; Dependent Pass or Long-Term Visit Pass (LTVP) Holders are welcome to apply.

The qualifications are as follows:

- Must be a Filipino national and registered overseas voter;
- Currently residing in Singapore with valid LTVP/dependent/work pass;
- Computer literate;
- Willing to work on a flexible schedule;
- Able to work under minimal supervision;
- Should not be related to until the 4th degree of consanguinity / affinity with any personnel of the Department of Foreign Affairs, the Philippine Embassy and its partner agencies.

The initial contract for the successful applicant is only **three (3) months**, subject for renewal based on performance and other administrative matters.

Interested applicants are requested to submit the following requirements by email to admin.sgpe@philembassysg.org on or before **Friday, 18 August 2023**:

1. Letter of Intent;
2. Updated resume with colored photo (taken within the last 6 months); and
3. Copy of Dependent Pass or Long-Term Visit Pass.

Please note that the Embassy may require additional supporting documents.

Thank you.

PHILIPPINE EMBASSY, SINGAPORE

07 August 2023

