

JOB OPENING

POSITION : **GENERAL MAINTENANCE OFFICER** (Job Order Basis)

OFFICE : **TESDA WOMEN'S CENTER, TESDA-NCR**
Gate 1, East Service Road South Superhighway, Taguig City
Email: twc@tesda.gov.ph or jamorales@tesda.gov.ph

SALARY : **P 1,500 per day**

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Planning and undertaking routine scheduled maintenance work, responding to equipment faults and diagnosing breakdown problems;
- Ensures that Property, Plant and Equipment (PPE) of TESDA Women's Center (TWC) including TWC dormitory are maintained to the highest standards in accordance with the existing TESDA Facilities & Equipment Maintenance System;
- Monitor preventive and corrective maintenance schedules of TWC Property Plant and Equipment;
- Work with TWC trainers to improve training facilities and equipment, reduce the incidence of costly breakdowns; and
- Develop strategies to improve reliability and safety of PPE of TWC; and
- Perform other functions assigned by the immediate supervisor

JOB QUALIFICATIONS OF THE HIREE ARE:

- Civil Engineering graduate or any related course, preferably licensed holder;
- Knowledgeable in Occupational Health and Safety Standards and National Building Code of the Philippines;
- With at least 2 years experience in building maintenance, refurbishment/renovation; and
- Must be physically and mentally fit

Other Qualification : Good verbal and written communication skills
Good in problem-solving skills
Computer literate
Good inter-personal relationship and work attitude
Ability to work well under pressure

All interested applicants must submit their application together with the following documents to Ms. Janet A. Morales, HR Officer, TESDA Women's Center not later than April 20, 2018:

- Recent Curriculum vitae
- Certificate of Employment, if available;
- List of training programs attended indicating the no. of training hours with certified photocopies of training certificates; and
- Certified true copy of transcript of records/diploma