
Securities and Exchange Commission

CSC Publication Code : 20180427-17-09
CSC Website Posting Date : 27-April-2018
Position Title : **SEC Assistant Director**
Annual Salary : 995,172.00 Salary/Job Grade : SG-25

Job Qualification Standards/Requirements:

Education : ▪ Bachelor's degree in Economics ▪ Masteral degree in Economics, Public Administration or Business Administration
Training : ▪ 120 hours of supervisory and/or managerial learning and development intervention undertaken within the last 5 years
Experience : ▪ 5 years of supervisory/ management experience ▪ 5 years experience in system development and operations, including communications network, website development and supervision/management
Eligibility : CES/CSEE

Number of Vacancy/ies : One (1)

1 . Plantilla Item No. : F-2c-1
CSC Posting ID : ExMan8099
Place of Assignment : Head Office Information and Communications Technology Department
Regional Location :
Other Requirements : ▪ Able to manage a staff and make decisions quickly and decisively in a high-pressure environment ▪ Strong verbal and written communication skills, organizational skills and strong leadership skills ▪ Advanced computer user ▪ Experience in developing and managing large budgets

CSC Publication Code : 20180302-09-08
CSC Website Posting Date : 02-March-2018
Position Title : **SEC Assistant Director**
Annual Salary : 995,172.00 Salary/Job Grade : SG-25

Job Qualification Standards/Requirements:

Education : ▪ Bachelor's degree in Accounting, Financial Management and Masteral degree in the same or related areas
Training : 120 hours managerial/ supervisory training
Experience : ▪ 5 years work experience in accounting position
Eligibility : CES/ CSEERA 1080

Number of Vacancy/ies : One (1)

1 . Plantilla Item No. : F-3a-1
CSC Posting ID : ExMan7321
Place of Assignment : Head Office Financial Management Department
Regional Location :
Other Requirements : ▪ familiarity with Philippine accounting associations and standards ▪ detail-oriented ▪ excellent communication skills ▪ well-organized able to manage a multi-tasked workload

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CSC Website Posting Date : 02-March-2018
Position Title : **SEC Assistant Director**
Annual Salary : 995,172.00 Salary/Job Grade : SG-25

Job Qualification Standards/Requirements:

Education : ▪ Bachelor's degree in business, commerce,, public administration, or any of the social sciences and a masteral degree in any of said areas
Training : 120 hours managerial/ supervisory training
Experience : ▪ 5 years related experience in electronic records retention or related area
Eligibility : CES/ CSEERA 1080

Number of Vacancy/ies : One (1)

1 . Plantilla Item No. : D-1d-1
CSC Posting ID : ExMan7315
Place of Assignment : Head Office Company Registration and Monitoring Department
Regional Location :
Other Requirements : ▪ extremely well-organized and must be able to perform multi-tasks▪ advanced computer user▪ with knowledge of database management, and masteral degree

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Job Qualification Standards/Requirements:

Education : ▪ Bachelor's degree in Economics▪ Masteral degree in Economics, public administration, or business administration
Training : 120 hours managerial/ supervisory training
Experience : ▪ 5 years experience in system development and operations, including communications network, website development and supervision/ management
Eligibility : CES/ CSEE

Number of Vacancy/ies : One (1)

1 . Plantilla Item No. : F-2c-1
CSC Posting ID : ExMan7320
Place of Assignment : Head Office Information and Communications Technology Department
Regional Location :
Other Requirements : ▪ able to manage staff and make decisions appropriately and decisively in a high-pressure environment▪ strong verbal and written communication skills, organizational skills, and strong leadership skills▪ advanced computer user▪ experience in developing and managing large budgets

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Position Title : **SEC Assistant Director**
Annual Salary : 995,172.00 Salary/Job Grade : SG-25

Job Qualification Standards/Requirements:

Education : ▪Bachelor's degree in law▪ Masteral degree in related courses
Training : 120 hours managerial/ supervisory training
Experience : ▪ 5 years experience in research in a regulatory environment, compliance and surveillance▪ 3 years experience in supervision/ management
Eligibility : CES/ CSEERA 1080

Number of Vacancy/ies : Two (2)

1 . Plantilla Item No. : E-1a-1
CSC Posting ID : ExMan7316
Place of Assignment : Head Office Enforcement and Investor Protection Department
Regional Location :
Other Requirements : ▪ ability to make quick and appropriate decisions under pressure▪ strong verbal and written communication skills▪ organizational skills▪ strong leadership skills▪ computer literate▪ familiarity with current software/ systems applications for registration, licensing, monitoring, and supervision of players in the capital market

2 . Plantilla Item No. : E-1c-1
CSC Posting ID : ExMan7318
Place of Assignment : Head Office Enforcement and Investor Protection Department
Regional Location :
Other Requirements : ▪ ability to make quick and appropriate decisions under pressure▪ strong verbal and written communication skills▪ organizational skills▪ strong leadership skills▪ computer literate▪ familiarity with current software/ systems applications for registration, licensing, monitoring, and supervision of players in the capital market

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Position Title : **SEC Assistant Director**
Annual Salary : 995,172.00 Salary/Job Grade : SG-25

Job Qualification Standards/Requirements:

Education : ▪ Bachelor's degree in law, business or public administration▪ Masteral degree in law or business
Training : 120 hours managerial/ supervisory training
Experience : ▪ 5 years experience in the area of corporate structure and governance▪ 3 years experience in supervision/ management
Eligibility : CES/ CSEERA 1080

Number of Vacancy/ies : Three (3)

1 . Plantilla Item No. : D-1c-1
CSC Posting ID : ExMan7314
Place of Assignment : Head Office Company Registration and Monitoring Department
Regional Location :
Other Requirements : ▪ ability to make quick and appropriate decisions under pressure▪ strong verbal and written communication skills▪ strong leadership skills▪ strong organizational skills▪ computer literate▪ familiarity with current software/ systems applications for registration, licensing, monitoring, and supervision of players in the capital market

2 . Plantilla Item No. : D-1b-1
CSC Posting ID : ExMan7313
Place of Assignment : Head Office Company Registration and Monitoring Department
Regional Location :
Other Requirements : ▪ ability to make quick and appropriate decisions under pressure▪ strong verbal and written communication skills▪ strong leadership skills▪ strong organizational skills▪ computer literate▪ familiarity with current software/ systems applications for registration, licensing, monitoring, and supervision of players in the capital market

3 . Plantilla Item No. : D-1a-1
CSC Posting ID : ExMan7312
Place of Assignment : Head Office Company Registration and Monitoring Department
Regional Location :
Other Requirements : ▪ ability to make quick and appropriate decisions under pressure▪ strong verbal and written communication skills▪ strong leadership skills▪ strong organizational skills▪ computer literate▪ familiarity with current software/ systems applications for registration, licensing, monitoring, and supervision of players in the capital market

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Annual Salary : 995,172.00 Salary/Job Grade : SG-25

Job Qualification Standards/Requirements:

Education : ▪ Bachelor's degree in law or business ▪ Masteral degree in law or business
Training : 120 hours managerial/ supervisory training
Experience : ▪ 5 years experience in capital markets industry, including experience in monitoring capital markets-related activities▪ 3 years experience in supervision/ management

Eligibility : CES/ CSEERA 1080
Number of Vacancy/ies : Two (2)

1 . Plantilla Item No. : C-3b-1
CSC Posting ID : ExMan7311
Place of Assignment : Head Office Corporate Governance and Finance Department
Regional Location :
Other Requirements : ▪ ability to make quick and appropriate decisions under pressure▪ strong verbal and written communication skills▪ good leadership skills▪ computer literate▪ familiarity with current software/ systems applications for registration, licensing, monitoring, and supervision of players in the capital market

2 . Plantilla Item No. : C-2a-1
CSC Posting ID : ExMan7310
Place of Assignment : Head Office Corporate Governance and Finance Department
Regional Location :
Other Requirements : ▪ ability to make quick and appropriate decisions under pressure▪ strong verbal and written communication skills▪ good leadership skills▪ computer literate▪ familiarity with current software/ systems applications for registration, licensing, monitoring, and supervision of players in the capital market

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Position Title : **SEC Assistant Director**
Annual Salary : 995,172.00 Salary/Job Grade : SG-25

Job Qualification Standards/Requirements:

Education : ▪ Bachelor's degree in law with 18 units in Accounting▪ Masteral degree in related courses
Training : 120 hours managerial/ supervisory training
Experience : ▪ 5 years experience in regulatory environment
Eligibility : CES/ CSEERA 1080

Number of Vacancy/ies : One (1)

1 . Plantilla Item No. : E-1b-1
CSC Posting ID : ExMan7317
Place of Assignment : Head Office Enforcement and Investor Protection Department
Regional Location :
Other Requirements : ▪ ability to make quick and appropriate decisions under pressure▪ strong verbal and written communication skills▪ organizational skills▪ strong leadership skills▪ computer literate▪ similar skills to those of an auditor▪ good analytical skills▪ familiarity with current software/ systems applications for registration, licensing, monitoring, and supervision of players in the capital market

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Position Title : **SEC Assistant Director**
Annual Salary : 995,172.00 Salary/Job Grade : SG-25

Job Qualification Standards/Requirements:

Education : ▪ Bachelor's degree in Psychology or Social Sciences▪ Masteral degree in public/ business administration
Training : 120 hours managerial/ supervisory training
Experience : ▪ 5 years experience in human resources and administrative services and managing large budgets
Eligibility : CES/ CSEE Preferably with RA 1080

Number of Vacancy/ies : One (1)

1 . Plantilla Item No. : F-1a-1
CSC Posting ID : ExMan7319
Place of Assignment : Head Office Human Resource and Administrative Department
Regional Location :
Other Requirements : ▪ ability to make quick and appropriate decisions under pressure▪ strong verbal and written communication skills▪ organizational skills▪ strong leadership skills

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Job Qualification Standards/Requirements:

Education : Bachelor's degree in Accountancy
Training : ▪ 120 hours of supervisory and/or managerial learning and development intervention undertaken within the last 5 years
Experience : ▪ At least seven (7) years supervisory and/or managerial experience in accounting or auditing work preferably with experience in taxation and information technology

Eligibility : CES/CSEE and RA 1080 (CPA)
Number of Vacancy/ies : One (1)

1 . Plantilla Item No. : BGA-5-2016
CSC Posting ID : ExMan7309
Place of Assignment : Head Office Office of the General Accountant
Regional Location :
Other Requirements : ▪ Ability to work quickly and make appropriate decisions under pressure▪ Strong verbal and written communication skills▪ Organizational skills▪ Strong leadership skills▪ Detail-oriented▪ Can use various computer programs and software Possesses up-to-date technical knowledge on financial reporting and auditing requirements

Please Direct Your Inquiries and Job Application to :

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