



## CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES LOS ANGELES

### **NOTICE TO THE PUBLIC**

The Philippine Consulate General in Los Angeles is now hiring one interested applicant for the purpose of registering Filipino overseas voters for the 2019 Senatorial and Party List elections. Applicants should be willing work full-time in connection with the resumption of registration of Filipinos for overseas voting from **December 2016 to October 2018**.

Prospective applicants must be at least 21 years of age, college graduate, with or without past work experience, proficient in both English and Filipino Languages, computer literate, public service oriented and a good team player.

If hired, the employee is expected to perform the following duties within the Consulate General's premises:

1. Assist with information dissemination on overseas voting (OV) registration, including but not limited to preparing relevant information materials;
2. Answer queries regarding OV registration, including but not limited to reminding and encouraging the Consulate General's clients to register as overseas voters; and
3. Perform the tasks of an alternate Voter Registration Machine (VRM) operator, including but not limited to data encoding and of biometric capture of Filipinos registering as overseas voters.

Interested applicants may send their résumés with photograph to the Consulate General's Administrative Section through [losangelespcg@earthlink.net](mailto:losangelespcg@earthlink.net) or [ana.pcgla@gmail.com](mailto:ana.pcgla@gmail.com) not later than end-February 2017.

Applicants will be scheduled for interview and computer skills validation. Salaries and benefits will be discussed during interview. **END**

**12 December 2016**