



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

HUMAN RESOURCE MANAGEMENT OFFICE

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

**1. One (1) Executive Assistant for Branding and Data Analytics
Under Job Order Status; To be assigned at Office of the University President,
PB Main I)**

Education: With relevant Doctorate Degree

Experience: At least ten (10) years relevant experience

Expertise: Possesses proficient oral, written, and presentation skills. Proactive, engaging, collaborative, detail-oriented, and organized. Proficient in in-depth research and data analytics.

Salary Grade 24 – (580.05/hour)

General Job Description: shall provide technical assistance and support to the University President on Special Programs and Projects that require in-depth study, research and analysis.

Duties and Responsibilities:

- Provide technical assistance and support to the University President in the preparation of reports on Special Projects and Programs that require research, and data analyses.
- Conduct research on current and future trends in academic landscapes and in the operations of higher education institutions.
- Develop strong public affairs strategies that will bring the university to the forefront of development and excellence.
- Provide assistance in the development of programs and formulation policies that concern service continuity, economic and austerity measures, resilience, internal assessment, and Sustainable Development Goals.
- Prepare speeches and messages of the University President to different engagements both internally and externally.
- Perform other related tasks that may be directed by superiors from time to time.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at batstateurecruitment@gmail.com. Submission of application is on **December 02, 2020 to December 11, 2020**.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1104.