

RFQ No. 01 -2023



PUBLIC NOTICE

NOTICE IS HEREBY ANNOUNCED that the Philippine Embassy in Jordan is inviting qualified individuals to submit their application for the services of a **Receptionist, Translator/Interpreter and Telephone Operator** for a period of six (6) months, subject for renewal on the basis of performance.

For an applicant to be considered for the position, they must:

- ✓ Possess at least a relevant Bachelor's Degree;
- ✓ Have 3-5 years of related professional experience;
- ✓ Be fluent in English and Arabic, Filipino is a huge advantage;
- ✓ Be medically fit to work;
- ✓ Be knowledgeable on computer applications: Microsoft Word, Excel, PowerPoint, and Google Workspace.

An applicant must also:

- ✓ Be of good standing as a citizen of the Kingdom;
- ✓ Have the ability to work well with others and handle multiple roles;
- ✓ Be able to respond quickly and correctly in case of emergency situations concerning distressed overseas Filipino workers; and
- ✓ Be ready to perform other duties that may be required in the exigency of the service.

The successful candidate shall be expected to perform the following tasks:

- Translate documents and other materials from English to Arabic and vice versa;
- Translate spoken languages from English to Arabic and vice versa during seminars, meetings and other Embassy transactions;
- Answer and forward phone calls to appropriate sections in the Embassy;

- Provide appropriate assistance to Embassy clients and visitors; and
- Assist with other duties that may be assigned in the exigency of the service.

The successful candidate will be working from 8:00 am to 5:00 pm (inclusive of a one-hour lunch break) from Sunday to Thursday. Occasional overtime services may be required.

The position offers a competitive salary commensurate with relevant experience and other benefits.

Qualified individuals may submit their curriculum vitae and cover letter to the Philippine Embassy on or before 15 January 2023, closing time by 4:00 p.m. to the Embassy either by:

1. **Mail** with address at Building No. 20, Salah Touqan Street, Kharbit Al-Sweifieh, Amman, Jordan; or
2. **Email** at amman.pe@dfa.gov.ph.

Incomplete applications will not be considered.

For further information, please contact the Philippine Embassy at telephone number 06-5901730 or send an e-mail to amman.pe@dfa.gov.ph.


SHEILA MARIE G. ANDALES
BAC Chairperson

03 January 2022