

**The DLSU Angelo King Institute for Economic and Business Studies (AKI)**

**pleasantly invites all interested eligible applicants**

**to join our team**

**AKI is a research institute associated with the De La Salle University (DLSU) School of Economics (SOE). It undertakes research on the Philippine economy in three areas: (i) macroeconomics; (ii) structural transformation; and (iii) policy evaluation.**

**AKI is searching for an Office Manager with the following qualifications:**

**Required Qualifications:**

1. Have a master's degree in economics or any business-related field
2. Have a solid background in Economics or Business-related research, Office Management, Computer Science, or Information Technology.
3. Have at least ten (10) years of related work experience.
4. Experience in records management and information technology.
5. Experience in record keeping and maintenance of files.
6. Experience in monitoring compliance with applicable guidelines, policies, procedures, and practices.
7. Good oral and written communication skills in English and Filipino.
8. Good interpersonal and customer service skills.
9. Ability to pay close attention to details with a high degree of accuracy.
10. Ability to interpret information to provide appropriate solutions to customers' concerns based on standard procedures.
11. Ability to maintain confidentiality.
12. Ability to work under pressure.
13. Committed to lifelong learning and innovation

**Job Description/Summary**

We are searching for someone interested in joining one of the most prestigious think tanks in the Philippines, to work with the Faculty of DLSU-SOE.

Reporting to the Institute's Director, the Office Manager will: (i) coordinate all activities of the Institute, both within DLSU and outside; (ii) coordinate with the staff of DLSU-SOE; (iii) manage the Institute's clerical staff; (iii) manage the Institute's budget; (iv) prepare grant proposals, and (v) lead the organization of events.

**Duties and responsibilities.** The Office Manager assists the Director in the planning, implementation, monitoring, and evaluation of the operating activities and research projects of the Institute. His/her duties and responsibilities include assisting the Director in the following:

1. Preparing the operating plan of the Institute at the start of the year, and ensuring its implementation during the year
2. Preparing of project proposals to be submitted to external funding agencies.
3. Handling the operating and administrative details of projects funded by external agencies
4. Leading the organization of events for conferences, symposia, seminars, workshops, roundtable discussions, meetings, and other public affairs activities sponsored by the Institute.
5. Preparing reports for the Institute's Board of Advisers
6. Monitoring the progress of research/project teams undertaking externally funded projects
7. Preparing progress reports for external funding agencies
8. Ensuring the dissemination of research output generated by the Institute through newspapers, working papers, policy briefs, press releases, and the Institute's website
9. Directing the activities of, and providing support to, the Institute's clerical staff
10. Performing other related functions that may be assigned by the Director.

Interested applicants, please submit application letter addressed to the Director of the Institute together with detailed CV. Salary is negotiable. Please state your expected salary. Send letter and CV to: [aki@dlsu.edu.ph](mailto:aki@dlsu.edu.ph)