



NOTICE OF VACANCY
(Green Star Produce Philippines, Inc.)

One (1) Male Project Assistant Staff

Place of Assignment: **BSU-BAPTC**

Application Period: **July 13, 2017 – July 17, 2017**

Interview: **July 18, 2017 @ 6:00PM**

Job Specification:

- Preferably BS Agriculture Graduate

Job Description:

- To assist the JAEC Local Coordinator and the JAEC Technical Staff in overseeing and coordinating activities of other local project staff members with a view to generate maximum output from their activities.
- To assist the JAEC Project Manager and the JAEC Local Coordinator on coordinating with Officials concerned in National and Local Government Units.
- To assist the JAEC Technical Staff in the establishment/ construction and operation the compost, charcoal and wood vinegar plants.
- To assist the JAEC Local Coordinator and the JAEC Technical Staff in the conduct of the implementation of the Safe Vegetable Production and Marketing Technology Improvement Project in the Philippines.
- To compile Manuals on Safe Vegetable Production and Marketing Technology to neighboring farmers and interested persons in the region.
- To conduct periodic monitoring and reporting the accomplishment of seminar implementation.
- To help accounting of the project and also other office work for JAEC's activity.
- To prepare vegetables for delivery (to check the quality, trimming and packaging)
- To support the purchase of the vegetables in local markets.
- To go to Manila to deliver vegetables for costumers and assist directly sell shop in Manila.
- To visit farms for checking the condition of the products and teaching cultivation, sorting grades and packaging.
- To support and conduct a seminar regarding JAEC's cultivation and marketing technology.
- Perform other related functions as may be assigned by the JAEC Project Manager, the JAEC Chief Technical Staff, the JAEC Technical Staff and the JAEC Local coordinator.

For evaluation purposes, all interested applicants must submit the following to:

MR. KOJI KANEDA Or **BSU- Human Resources Management Office**
BSU-BAPTC

1. Application letter
2. Bio-data with photo (Computer-generated photo not accepted)
3. Photocopy of Official Transcript of Records

***Only qualified applicants will be notified for interview.**

For more information, please call/text **Mr. KANEDA** at **0918-266-4437**

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