



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES CHICAGO

ANNOUNCEMENT

Job Opening for a Project-Term Personnel to Assist in Overseas Voters' Registration

Registration of qualified Filipino Overseas voters for the 2022 Philippine Elections for President, Senators and Party List Representatives has started on 16 December 2019 until 30 September 2021 at the Philippine Consulate General in Chicago, Illinois.

For this purpose, the Philippine Consulate is hiring one (1) Project-Term Personnel for the duration of the registration period, whose responsibilities include the following:

- Serve as Alternate Operator of the Consulate's Voter Registration Machine;
- Encode names and contact details of Filipinos within the 12 Midwest States and area of the Philippine Consulate's consular jurisdiction;
- Assist with information dissemination about the ongoing Overseas Voting (OV) registration;
- Answer public queries pertinent to Overseas Voter registration and elections;
- Perform other functions related to OV and elections.

The position is on a contractual basis and renewable every 3 months, but does not go beyond 30 September 2021.

Qualifications for the position/requirements of the job:

1. Filipino citizen or dual citizen;
2. College graduate, fresh graduate are welcome;
3. IT/Computer literate;
4. Should not be related within the fourth degree of consanguinity or affinity to any Department of Foreign Affairs' personnel, whether serving in the Home Office or abroad; and
5. It is a fulltime job, from Monday to Friday.

For those interested to apply, please submit the following to Chicago PCG through chicagopcg@att.net, with the email subject: **Application for Project-Term Personnel for Overseas Voters' Registration.**

- Application Letter;
- Curriculum Vitae with recent 2x2 colored photograph;
- Copy of valid Philippine Passport; and
- Letter of reference (2).

Chicago, 28 January 2020

