

We offer great opportunities for individuals who are performance driven, dedicated and willing to build careers with Social Housing Finance Corporation as the lead financial institution providing shelter to the underprivileged sector of society. We are inviting qualified applicants to be part of the team:

POSITION : **Administrative Assistant I**
GRP./DEPT./DIV : Trust Administration, Treasury Group
EDUCATION : Completion of Two (2) years in College
EXPERIENCE : None required
TRAINING : None required

POSITION : **Documents Analyst II**
GRP./DEPT./DIV. : Documentation Control and Custodianship Department, Treasury Group
EDUCATION : Bachelor's degree relevant to the job, preferably Management or Business Administration
EXPERIENCE : None required
TRAINING : None required

POSITION : **Human Resource Management Officer II**
GRP./DEPT./DIV. : HR & Administrative Department, Legal, Admin and Finance Group
EDUCATION : Bachelor's degree in BS Psychology
EXPERIENCE : 1 year of relevant experience (Psychometrician)
TRAINING : With at least 4 hours of relevant training

POSITION : **Property/Supply Officer III**
GRP./DEPT./DIV. : HR & Administrative Department, Legal, Admin and Finance Group
EDUCATION : Bachelor's degree in BS Electrical Engineering
EXPERIENCE : 2 years of relevant experience (Property Management-licensed Electrical Engineer)
TRAINING : With at least 8 hours of relevant training

POSITION : **Manager**
GRP./DEPT./DIV. : Legal Department, Legal, Admin and Finance Group
EDUCATION : Bachelor of Laws
Member of the Integrated BAR of the Philippines
EXPERIENCE : 3 years supervisory experience; litigation experience;
5 years as practicing lawyer
TRAINING : With at least 24 hours of relevant training

POSITION : **Compliance Officer II**
GRP./DEPT./DIV. : Office of the Board Secretary & Corporate Legal Counsel/Compliance Office
EDUCATION : Bachelor of Laws
Member of the Integrated BAR of the Philippines
EXPERIENCE : 4 years of relevant experience
TRAINING : With at least 32 hours of relevant training

Please submit your updated application letter, comprehensive resume, and transcript of records (TOR) and copies of training certificates at the Human Resource Division, Social Housing Finance Corporation, 6th Flr. BDO Plaza, 8737 Paseo de Roxas, Makati City to adm_shfc@yahoo.com.ph or you may call 8174732.