



JOB VACANCY

18 November 2025

Applicants must submit their resume and cover letter to admn.philcongenla@gmail.com by 5 PM (PST) on 25 November 2025.

Incomplete and/or late submissions will **not** be considered.

PROJECT-TERM PERSONNEL

Basic Qualifications:

- Filipino citizen of legal age
- US permanent resident or with valid US visa / employment authorization
- Computer literate and able to handle IT equipment and peripherals
- Fluent in English and Filipino
- Excellent interpersonal & communication skills

Responsibilities:

- Operation of a Voter Registration Machine
- Preparation of overseas voter (OV) registration materials and documents
- Dissemination of accurate information regarding OV registration
- Performance of other related tasks as may be required



PHILIPPINE CONSULATE GENERAL IN
LOS ANGELES

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BAGONG PILIPINAS