

## **JOB POSTING GUIDELINES**

### **METHOD OF POSTING**

Job postings submitted by employers to CFA Society Philippines ("Society") will be disseminated through email and will be posted in the website of the Society.

### **POSTING FEE**

The posting fee is **seven thousand five hundred pesos** (Php7,500.00) per job posting.

### **POSTING SCHEDULE**

The schedule of the dissemination of the JOB LISTINGS through the Society's mailing list is every Tuesday to Thursday of the week.

The JOB LISTINGS of the Society in the website will be updated with new job postings every Tuesday to Thursday of the week.

The JOB LISTINGS email and JOB LISTINGS in the website will have a list of active job postings with clickable links to lead the interested applicant to the specific details of the job posting.

### **POSTING DURATION**

Job posting will be disseminated to the mailing list and uploaded to the website starting on the first Tuesday immediately after the payment has been made.

The duration of the job posting through email and website is good for one month. Thus, the job posting will be emailed to the mailing list four times and the job posting will be active in the website for one month.

### **POSTING INFORMATION**

Each job posting **MUST** contain the following information:

1. Company logo;
2. Short Company Description;
3. Job Title;
4. A complete job description, which includes: a concise summary of principal duties, responsibilities and requirements of the job, and minimum qualifications of the candidates for the job;
5. Location;
6. Details of the person to contact for job application and/or further inquiries.