



## Qualification & Work Experience Matrix

Owner: Director Admin & HR  
Department: Human Resources

Category	POSITIONS TITLES	MINIMUM REQUIREMENTS
CEO/MD	CEO/MD	<ul style="list-style-type: none"> <li>● Must fulfill qualification requirements stated in the Articles of Incorporation (if any). At least ten (10) years of Executive/ Top Management experience.</li> </ul>
Directors	Directors	<ul style="list-style-type: none"> <li>● Bachelor's Degree (Preferred specialization in their field of work). Must have at least ten (10) years of related work experience, 5 years of which should be in senior managerial/ executive capacity</li> </ul> <p><b>*Note: Industry Experience wherever its applicable</b></p>
National /Senior Managers	National /Senior Managers	<ul style="list-style-type: none"> <li>● Bachelor's Degree (Preferred specialization in their field of work). ( Those in finance/ accounting jobs must be a CPA or equivalent.), Post graduate degree an advantage. At least five (5) years of relevant work experience, 2 years of which should be in managerial capacity, preferably in the same industry.</li> <li><b>or</b></li> <li>● Diploma, certificate courses with over 8 years Logistics experience, Courier or Freight forwarding industry experience of which at least 3 years has been in Senior management position</li> <li><b>or</b></li> <li>● Diploma, certificate courses with over 10 years Logistics experience, Courier or Freight forwarding industry experience of which at least 5 years has been in management position</li> </ul> <p><b>*Note: Industry Experience wherever its applicable</b></p>

Managers/Consultants/Associate	Managers/Consultants/Associate	<ul style="list-style-type: none"> <li>●Bachelor's Degree (Preferred specialization in their field of work).( Those in finance/ accounting jobs must be a CPA or equivalent.),. At least five (5) years of relevant work experience, 2 years of which should be in managerial capacity, preferably in the same industry.</li> <li>or</li> <li>●Diploma, certificate courses with over 8 years industry experience of which at least 2 years has been in management position</li> <li>or</li> <li>●Diploma, certificate courses with over 10 years industry experience of which at least 4 years has been in Supervisory position</li> </ul> <p><b>*Note: Industry Experience wherever its applicable</b></p>
Supervisors	Supervisors	<ul style="list-style-type: none"> <li>●Bachelor's Degree (Preferred specialization in their field of work).( Those in finance/ accounting jobs must be a CPA or equivalent.), At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry.</li> <li>or</li> <li>●Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Supervisory position</li> <li>or</li> <li>●Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-05 position</li> </ul> <p><b>*Note: Industry Experience wherever its applicable</b></p>
Staff-Level 5	Specialist/Accountant/Analyst/Auditors/Developers/Designer/Engineer	<ul style="list-style-type: none"> <li>● Bachelor's Degree (Preferred specialization in their field of work).( Those in finance/ accounting jobs must be a CPA or equivalent.),Post graduate degree an advantage. At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry.</li> <li>or</li> <li>●Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Level-05 position</li> <li>or</li> <li>●Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-04 position</li> </ul> <p><b>*Note: Industry Experience wherever its applicable</b></p>
Staff-Level 4	Officer/Coordinator/Administrator/Executive/Team leader/IT Support/Technician/Dispatcher	<ul style="list-style-type: none"> <li>●Diploma (Preferred specialization in their field of work) at least Two (2) years of relevant work experience, 2 years of which should be in Level-04 capacity, preferably in the same industry.</li> <li>or</li> <li>●Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position</li> <li>or</li> <li>●Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 position</li> </ul> <p><b>*Note: Industry Experience wherever its applicable</b></p>

Staff-Level 3	Frontline's-CORE/Drivers/Operators	<p>●Diploma (Preferred specialization in their field of work) at least One (1) year of relevant work experience, 1 year of which should be in Level-03 capacity, preferably in the same industry.</p> <p><b>or</b></p> <p>●High / Middle School Certificate or Technical Courses( ,Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 1 year has been in Level-03 position</p> <p><b>or</b></p> <p>●High / Middle School Certificate or Technical Courses( ,Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 2 years has been in Level-02 position</p> <p><b>*Note: Industry Experience wherever its applicable</b></p>
Staff-Level 2	Agent/Clerk/Assistant/Data encoder	<p>●Diploma (Preferred specialization in their field of work) at least three (3) years of relevant work experience, 2 years of which should be in Level-02 capacity, preferably in the same industry.</p> <p><b>or</b></p> <p>● High / Middle School Certificate or Technical Courses (Those in technical jobs must have appropriate certification in their respective trades) with over 1 years industry experience of which at least 2 years has been in Level-02 position</p> <p><b>or</b></p> <p>●High / Middle School Certificate or Technical Courses ( Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 2 years has been in Level-01 position</p> <p><b>*Note: Industry Experience wherever its applicable</b></p>
Staff-Level 1	Carpenter/Cleaner/Furniture Support/Night Watchman/Tea Boy/Handlers	<p>●High / Middle School Certificate or Technical Courses ,must have appropriate certification in their respective field or 1 year experience in their field .</p>