



## WORKFORCE PUBLICATION FORM

Date of Posting: September 22, 2017

The Local Government Academy is in need of a **Project Assistant** to be assigned at the **Local Governance Training and Development Division**.

### SCOPE OF WORK

- Assist in the implementation of Capacity Development Programs for LGUs
- Coordination and monitoring of projects and generate reports as needed.

### SPECIFIC FUNCTIONS AND DUTIES

- Prepares program/training designs, memo circulars and other issuances that are relevant in implementing the Academy's programs, projects and activities;
- Assists in implementing Academy's programs, projects and activities;
- Maintains data bank of relevant information on LGUs;
- Assists in the dissemination of information and other issuances;
- Coordinates with partners in implementing Academy's programs, projects and activities;
- Act as facilitator in the conduct of learning events for LGUs; and
- Does related work

### ENGAGEMENT OF SERVICES

The Project Assistant shall be under Contract of Service with duration of six (6) months and renewable subject to assessment or evaluation and availability of funds.

The engagement of the Project Assistant is full-time with a monthly salary of Twenty Thousand Pesos (P20,000.00) inclusive of tax to be paid bi-monthly.

### EDUCATION

Bachelor's degree relevant to the position

<p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>• Functional knowledge in Program Designing</li> <li>• Relevant experience on Project Coordination/Secretariat Functions</li> <li>• Knowledge on capacity development interventions, policies and processes; whole of government policy (as advantage)</li> <li>• Capability to work in a team environment</li> <li>• Effective work planning, organizing and resource management skills.</li> <li>• Effective communication, negotiation and presentation skills.</li> <li>• Excellent command of written and spoken English.</li> <li>• Good technical writing skills.</li> <li>• Working knowledge of Microsoft Office software applications.</li> </ul>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Willing to travel.</li> <li>• Committed to excellence.</li> <li>• Has the ability to integrate efforts towards a common goal.</li> <li>• An effective team participant.</li> <li>• Resourceful, innovative, and pro-active.</li> <li>• Capable of making informed decisions.</li> <li>• Flexible and adaptable to organizational structure and culture</li> <li>• Capable of facilitating workshops.</li> </ul>
<p><b>TRAINING</b></p> <p>-</p>
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• 1 year of relevant work experience on development projects</li> <li>• Experience in dealing with donors, the government, NGOs and other related institutions.</li> <li>• Experience in working in a development-related organization</li> <li>• Capacity to interact with partners and stakeholders</li> </ul>

Interested Applicants may visit or send application forms and required credentials to:

**MARIVEL C. SACENDONCILLO, CESO III**

**Executive Director**

DILG-Local Government Academy

8F Agustin I Building F. Ortigas Jr. Road, Ortigas Center, Pasig City

Through:

**DONNA JEANNE M. YARCIA**

Administrative Officer V (HRMO III)

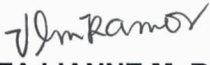
Email: lgahrmu@gmail.com

**Application Requirements:**


- Letter of Application
- Curriculum Vitae
- College Diploma (Authenticated)
- Certificates of trainings attended
- Transcript of Records (Authenticated)
- Medical Certificate (upon advise by the HRM Officer)

**Deadline of Application:** October 2, 2017

Prepared by:

  
**VEA LIANNE M. RAMOS**  
HRM Unit Staff  
Date: 9/22/2017

Approved for posting:

  
**GENEDINE A. EVANGELISTA**  
Chief, AFMD  
Date: 9/22/2017

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