



## WORKFORCE PUBLICATION FORM

Date of Posting: January 6, 2017

The Local Government Academy is in need of a **Project Officer three (3)** to be assigned at the **Local Governance Training and Development Division**.

<b>SCOPE OF WORK</b>
<b>SPECIFIC FUNCTIONS AND DUTIES</b>
<ul style="list-style-type: none"><li>• Prepares program/training designs, memo circulars and other issuances that are relevant in implementing the Academy's programs, projects and activities;</li><li>• Manages implementation of the Academy's P/P/As;</li><li>• Acts as facilitator during conduct of workshops and other learning events;</li><li>• Monitors the implementation of the Academy's P/P/As;</li><li>• Consolidates and analyzes reports submitted by the different regions and partner agencies;</li><li>• In close coordination with the Heads of Division, formulates/recommends policies, guidelines and standards in P/P/As' implementation;</li><li>• Coordinates with project partners and other stakeholder;</li><li>• Prepares technical reports;</li><li>• Does related work</li></ul>
<b>ENGAGEMENT OF SERVICES</b>
<p>The Project Officer shall be under Contract of Service with duration of six (6) months and renewable subject to assessment or evaluation and availability of funds.</p> <p>The engagement of the Project Officer is full-time with a monthly salary of <b>Twenty Four Thousand Eight Hundred Eighty Seven Pesos (P24,887.00)</b> inclusive of tax to be paid bi-monthly.</p>
<b>EDUCATION</b>
<p>Bachelor's degree relevant to the position</p>

<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>TRAINING</b></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 working in a development-related organization</li> <li>• Experience in dealing with donors, the government, NGOs and other related institutions.</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)

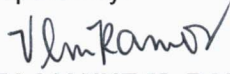
Email: lgahrmu@gmail.com

**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:** January 16, 2017

Prepared by:



**VEA LIANNE M. RAMOS**

HRM Unit Staff

Date:

Approved for posting:



**GENEDINE A. EVANGELISTA**

Chief, AFMD

Date:

<b>WEB POSTING CONFIRMATION SLIP</b>	
<b>Title of the document:</b>	For posting of Project Officer Position under LGTDD
<b>Date &amp; time posted:</b>	_____
<b>Web Administrator:</b>	_____
	<i>Signature above printed name</i>