



## WORKFORCE PUBLICATION FORM

Date of Posting: September 5, 2017

The Local Government Academy is in need of **Project Assistant (2)** to be assigned at the **Human Resource Development Division**.

<b>SCOPE OF WORK</b>
Provide support in the implementation of the Academy's program, projects and activities
<b>SPECIFIC FUNCTIONS AND DUTIES</b>
<ul style="list-style-type: none"><li>• Prepares training designs, memo circulars and other issuances that are relevant in implementing the Academy's programs, projects and activities;</li><li>• Assists in implementing Academy's programs, project and activities;</li><li>• Assists in the dissemination of information and other issuances;</li><li>• Assists in analyzing and consolidating reports submitted by different regions and partner agencies;</li><li>• Coordinates with partners in implementing Academy's programs, projects and activities;</li><li>• Monitors the implementation of the Academy's P/P/As;</li><li>• Does related work</li></ul>
<b>ENGAGEMENT OF SERVICES</b>
The Project Assistant shall be under Contract of Services from October 1 to December 31, 2017 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.
<b>EDUCATION</b>
4-year course in Public Administration, Government Management or any related courses
<b>SKILLS</b>
<ul style="list-style-type: none"><li>• Functional knowledge in Training Designing</li><li>• Relevant experience in Project Coordination/ Secretarial Functions</li><li>• Knowledge on capacity development interventions, policies and processes</li><li>• Capability to make informed decisions</li><li>• Capability to work in a team environment</li><li>• Effective work planning, organizing and resource management skills</li><li>• Effective communication, facilitation 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>

**Personal Qualities**

- Willing to travel
- Committed to excellence
- Has the ability to integrate efforts towards a common goal.
- An effective team participant
- Resourceful, innovative, and pro-active
- Flexible and adaptable to organizational structure and culture

**TRAINING**

- One year relevant training

**EXPERIENCE**

- Work with a development-oriented organization
- Dealing with donors, NGAs, NGOs and other similar institutions
- Training designing and/or management

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:** September 15, 2017


Prepared by:



**VEA LIANNE M. RAMOS**  
HRM Unit Staff

Date:

Approved for posting:



**GENEDINE A. EVANGELISTA**  
Chief, AFMD  
Date: 9/6/2017