



WORKFORCE PUBLICATION FORM

Date of Posting: **March 6, 2018**

The Local Government Academy is in need of a **Project Assistant** to be assigned at the **Office of the Director.**

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| SCOPE OF WORK |
| <ul style="list-style-type: none">• Assist in the implementation of ISO 9001:2015 Quality Management System• Provide technical and administrative support to the Office of the Assistant Director |
| SPECIFIC FUNCTIONS AND DUTIES |
| <ul style="list-style-type: none">• Provide secretariat support to the LGA's Quality Management System• Manage the communication and records system of the office of Assistant Director• Coordinates with operating units in implementing LGA's Quality Management System• Does related work as may be required. |
| ENGAGEMENT OF SERVICES |
| <p>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.</p> <p>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.</p> |
| EDUCATION |
| <ul style="list-style-type: none">• Bachelor's Degree relevant to the position |

| SKILLS |
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| <ul style="list-style-type: none"> • Oral and written communication skills • Interpersonal skills • Organizational Sensitivity • Planning and organizing skills • Team player • Maintaining confidentiality • Computer literate |
| <p><u>Personal Qualities</u></p> <ul style="list-style-type: none"> • Committed to excellence. • Has the ability to integrate efforts towards a common goal. • An effective team participant. • Resourceful, innovative, and pro-active. • Capable of making informed decisions. • Flexible and adaptable to organizational structure and culture • Capable of facilitating workshops. |
| TRAINING |
| <ul style="list-style-type: none"> • None required |
| EXPERIENCE |
| <ul style="list-style-type: none"> • 1 year of relevant work experience on development projects • Experience in dealing with donors, the government, NGOs and other related institutions. • Experience in working in a development-related organization • Capacity to interact with partners and stakeholders |

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

Deadline of Application: March 16, 2018