



WORKFORCE PUBLICATION FORM

Date of Posting: August 3, 2017

The Local Government Academy is in need of a **Project Officer (Research and Development)** for the transition to Federalism project, who will work closely with the Research and Policy Development Division (RPDD) and report directly to the Project Management Office Manager.

SCOPE OF WORK
Undertake research on key policy issues and identify and assess the impact of policy and legislative changes to facilitate policy formulation.
SPECIFIC FUNCTIONS AND DUTIES
<ul style="list-style-type: none">• Develop comprehensive policies consistent with the project goals and objectives• Provide analysis of emerging issues• Develop and review legislative, regulatory and/or administrative proposals• Make recommendations regarding policy changes or administrative actions• Coordinate inter-agency collaboration on project related issues• Coordinate and implement policy development activities• Identify innovative ways to evaluate project impact
ENGAGEMENT OF SERVICES
<p>The Project Officer shall be under Contract of Services from August to December 2017 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 Twenty Four Thousand Eight Hundred Eighty Seven Pesos (P24,887.00) inclusive of tax to be paid bi-monthly.</p>
EDUCATION
<p>Bachelor's degree in political science, public policy, law, or related field; Master's degree desirable but not required.</p> <p><u>Eligibility</u></p> <ul style="list-style-type: none">• CSC Professional Eligibility desirable but not required

SKILLS**Essential Knowledge and Skills**

- Considerable knowledge of principles and practices of public administration including policy development, coordination, cost benefit analysis and implementation
- Knowledge on policy and data analysis
- Ability to complete projects efficiently and independently with minimal supervision
- Capability to work in a team environment
- In-depth knowledge on Federalism as applicable to the Philippine context is a must

Personal Qualities

- Capable of working well under pressure
- Enthusiasm to be continually learning, keeping up to date knowledge on Federalism and other related topics
- Resourceful, innovative, and pro-active
- Capable of making informed decisions
- Flexible and adaptable to organizational structure and culture

TRAINING

- Related Training

EXPERIENCE

At least five (5) years of work experience in research, policy development and program evaluation

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: lgahrnu@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: August 14, 2017

Prepared by:



VEA LIANNE M. RAMOS
HRM Unit Staff
Date:

Approved for posting:


GENEDINE A. EVANGELISTA
Chief, AFMD
Date:

WEB POSTING CONFIRMATION SLIP

Title of the document:

Workforce Publication of Project Officer
(Research & Development)

Date & time posted:

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Signature above printed name