



WORKFORCE PUBLICATION FORM

Date of Posting: January 06, 2017

The Local Government Academy is in need of a **Project Assistant (2)** to be assigned at the **Local Governance Training and Development Division.**

SCOPE OF WORK
<ul style="list-style-type: none">• Assist in the implementation of Capacity Development Programs for LGUs• Coordination and monitoring of projects and generate reports as needed.
SPECIFIC FUNCTIONS AND DUTIES
<ul style="list-style-type: none">• 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
<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
<p>Bachelor's degree relevant to the position</p>

<p>SKILLS</p> <ul style="list-style-type: none"> • Functional knowledge in Program Designing • Relevant experience on Project Coordination/Secretariat Functions • Knowledge on capacity development interventions, policies and processes; whole of government policy (as advantage) • Capability to work in a team environment • Effective work planning, organizing and resource management skills. • Effective communication, negotiation and presentation skills. • Excellent command of written and spoken English. • Good technical writing skills. • Working knowledge of Microsoft Office software applications.
<p>TRAINING</p> <p>-</p>
<p>EXPERIENCE</p> <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: January 16, 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:	For posting of Project Assistant Position under LGTDD
Date & time posted:	_____
Web Administrator:	_____
	<i>Signature above printed name</i>