



## 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 **Institutional Partnership Unit**.

<b>SCOPE OF WORK</b>
Assists in the implementation of the AECID-assisted SCPLG-DRR project
<b>SPECIFIC FUNCTIONS AND DUTIES</b>
<ul style="list-style-type: none"><li>• Prepares training designs, documentation reports, communications, minutes of meetings and issuances in support to the implementation of component activities;</li><li>• Maintains data bank of relevant information on the project;</li><li>• Assists in related DRR CCA research work;</li><li>• Coordinates with partner-agencies and participating LGUs;</li><li>• Co-facilitates the conduct of project trainings and learning events;</li><li>• Assists in project monitoring;</li><li>• Participates in project steering committee and LGU coordination meetings, inter-agency conferences and workshops;</li><li>• Does related work.</li></ul>
<b>ENGAGEMENT OF SERVICES</b>
The Project Assistant shall be under Contract of Services for four (4 months) 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>
College graduate preferably related to environmental management, disaster management, political science, social science or development communications
<b>SKILLS</b>
<ul style="list-style-type: none"><li>• Communications and presentation</li><li>• Research and analytical</li><li>• Technical writing</li><li>• Interpersonal</li></ul>

**Personal Qualities**

- Team player- able to adjust to team's/organization's needs
- Has initiative
- Amiable and is able to interact well with differing personalities
- Can multitask but is able to segment and prioritize activities when needed

**TRAINING**

- Project management
- Disaster and climate change
- Environmental management

**EXPERIENCE**

- Preferably with experience on project management and field work, in dealing with government agencies, NGOs and other related institutions.

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)

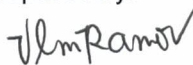
Email: lgahrmu@gmail.com

**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:** September 15, 2017

Prepared by:

  
**VEA LIANNE M. RAMOS**  
HRM Unit Staff  
Date: 9/5/17

Approved for posting:

  
**GENEDINE A. EVANGELISTA**  
Chief, AFMD  
Date: 9/5/2017