



## WORKFORCE PUBLICATION FORM

Date of Posting: September 5, 2017

The Local Government Academy is in need of Project Officer to be assigned at the Institutional Partnership Unit.

<b>SCOPE OF WORK</b>
Provides technical, management and coordinative support in the implementation of disaster risk reduction management (DRRM) and climate change adaptation (CCA) programs in the Department, with LGA being the outcome manager for DRR CCA in DILG
<b>SPECIFIC FUNCTIONS AND DUTIES</b>
<ul style="list-style-type: none"><li>• Prepares program/training designs, memo circulars, project related documents and communications, and other issuances related to DRR and CCA programs and activities;</li><li>• In close coordination with partners and CCA DRR experts, formulates/recommends policies, guidelines and standards and knowledge products related to DRR CCA local governance;</li><li>• Prepares terms of reference, memorandum of agreements, contracts of services, work programs and other management related documents;</li><li>• Acts as facilitator and/or undertakes training management work during conduct of workshops and other learning events;</li><li>• Prepares and/or reviews technical reports;</li><li>• Coordinates with partner agencies, participating LGUs, development partners, CSOs and other institutions in the execution of programs and activities;</li><li>• Participates in inter-agency meetings, conferences, and workshops;</li><li>• Monitors implementation of activities;</li><li>• Does related work.</li></ul>
<b>ENGAGEMENT OF SERVICES</b>
The Project Officer 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 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.
<b>EDUCATION</b>
College graduate preferably related to environmental management, disaster management, political science, social science or development communications

<p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>• Effective work planning, organizing and resource management skills</li> <li>• Effective communication, negotiation and presentation skills</li> <li>• Good command of written and spoken English</li> <li>• Working knowledge of Microsoft Office software applications</li> <li>• Capable of facilitating workshops</li> </ul>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Resourceful, innovative, and pro-active</li> <li>• Flexible and adaptable to work assignments</li> <li>• Capable of making informed decisions</li> <li>• Capable of working in a team environment</li> <li>• Able to establish rapport with people</li> </ul>
<p><b>TRAINING</b></p> <ul style="list-style-type: none"> <li>• Trainings on DRR and CCA, program management, communications, environmental management</li> </ul>
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Relevant experience on program coordination functions</li> <li>• 1 year of relevant work experience on development programs</li> <li>• Experience in working a development-related organization</li> <li>• Experience in dealing with donors, the government, NGOs and other related institutions</li> <li>• Experience in assisting manage learning events</li> </ul>

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**