



WORKFORCE PUBLICATION FORM

Date of Posting: **March 30, 2017**

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

SCOPE OF WORK
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;• Manages implementation of the Academy's P/P/As;• Acts as facilitator during conduct of workshops and other learning events;• Monitors the implementation of the Academy's P/P/As;• Consolidates and analyzes reports submitted by the different regions and partner agencies;• In close coordination with the Heads of Division, formulates/recommends policies, guidelines and standards in P/P/As' implementation;• Coordinates with project partners and other stakeholder;• Prepares technical reports;• Does related work
ENGAGEMENT OF SERVICES
<p>The Project Officer 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 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 relevant to the position</p>

SKILLS
<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.
TRAINING
Relevant training required
EXPERIENCE
<ul style="list-style-type: none"> • 1 year of relevant work experience on development projects • Experience in working in a development-related organization • Experience in dealing with donors, the government, NGOs and other related institutions. • 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
- Curriculum Vitae
- College Diploma (Authenticated)
- Certificates of trainings attended
- Transcript of Records (Authenticated)
- Medical Certificate (upon advise by the HRM Officer)

Deadline of Application: April 10, 2017

Prepared by:



VEA LIANNE M. RAMOS

HRM Unit Staff

Date: 3/30/17

Approved for posting:



GENEDINE A. EVANGELISTA

Chief, AFMD

Date: March 30, 2017

WEB POSTING CONFIRMATION SLIP

Title of the document:

Re-posting of Project Officer Position under LGTDD

Date & time posted:

Web Administrator:

Signature above printed name