



## WORKFORCE PUBLICATION FORM

Date of Posting: October 23 , 2017

The Local Government Academy is in need of **Project Assistant (2)** to be assigned at the **Human Resource Development Division**.

### SCOPE OF WORK

Provide support in the implementation of the Academy's program, projects and activities

### SPECIFIC FUNCTIONS AND DUTIES

- Prepares 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, project and activities;
- Assists in the dissemination of information and other issuances;
- Assists in analyzing and consolidating reports submitted by different regions and partner agencies;
- Coordinates with partners in implementing Academy's programs, projects and activities;
- Monitors the implementation of the Academy's P/P/As;
- Does related work

### ENGAGEMENT OF SERVICES

The Project Assistant shall be under Contract of Services from October 1 to December 31, 2017 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.

### EDUCATION

4-year course in Public Administration, Government Management or any related courses

### SKILLS

- Functional knowledge in Training Designing
- Relevant experience in Project Coordination/ Secretarial Functions
- Knowledge on capacity development interventions, policies and processes
- Capability to make informed decisions
- Capability to work in a team environment
- Effective work planning, organizing and resource management skills
- Effective communication, facilitation and presentation skills
- Excellent command of written and spoken English
- Good technical writing skills
- Working knowledge of Microsoft Office software applications.

**Personal Qualities**

- Willing to travel
- Committed to excellence
- Has the ability to integrate efforts towards a common goal.
- An effective team participant
- Resourceful, innovative, and pro-active
- Flexible and adaptable to organizational structure and culture

**TRAINING**

- One year relevant training

**EXPERIENCE**

- Work with a development-oriented organization
- Dealing with donors, NGAs, NGOs and other similar institutions
- Training designing and/or management

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:** November 2, 2017

Prepared by:



**VEA LIANNE M. RAMOS**

HRM Unit Staff

Date: Oct.

Approved for posting:



**GENEDINE A. EVANGELISTA**

Chief, AFMD

Date: Oct.