



WORKFORCE PUBLICATION FORM

Date of Posting: April 20, 2017

The Local Government Academy is in need of **(2) Project Assistant** to be assigned at the **Institutional Partnership Unit**.

SCOPE OF WORK
Assists in implementing project, plans and activities
SPECIFIC FUNCTIONS AND DUTIES
<ul style="list-style-type: none">• Prepares training designs, documentation reports, communications, minutes of meetings and issuances in support to the implementation of component activities;• Maintains data bank of relevant information on projects;• Assists in related research;• Coordinates with partner-agencies, organizations and participating LGUs;• Co-facilitates the conduct of project trainings and learning events;• Assists in project monitoring; and• Participates in project and LGU coordination meetings, inter-agency conferences and workshops
ENGAGEMENT OF SERVICES
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. 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
College graduate preferably related to environmental management, disaster management, political science, social science or related fields.
SKILLS
<ul style="list-style-type: none">• Communication and presentation• Research and analytical• Technical writing• Interpersonal <u>Personal Qualities</u> <ul style="list-style-type: none">• 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
<ul style="list-style-type: none"> • Project Management • Disaster and Climate change • Environmental management
EXPERIENCE
<ul style="list-style-type: none"> • Preferably with experience on project management (or at least part of a project management team)

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: April 30, 2017

Prepared by:


VEA LIANNE M. RAMOS
 HRM Unit Staff
 Date:

Approved for posting:


 fi: **GENEDINE A. EVANGELISTA**
 Chief, AFMD
 Date: γ

WEB POSTING CONFIRMATION SLIP	
Title of the document:	<u>Posting of Project Asst. position under IPU</u>
Date & time posted:	_____
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	<i>Signature above printed name</i>