



WORKFORCE PUBLICATION FORM

Date of Posting: **February 15, 2018**

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

SCOPE OF WORK
Provides technical, management, and coordinative support in the implementation of Capacity Development Programs for LGUs
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
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. 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.
EDUCATION
<ul style="list-style-type: none">• Bachelor's degree relevant to the position
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.

<p>Personal Qualities</p> <ul style="list-style-type: none"> • 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. • Capable of making informed decisions. • Flexible and adaptable to organizational structure and culture • Capable of facilitating workshops.
<p>TRAINING</p> <ul style="list-style-type: none"> • Relevant training required
<p>EXPERIENCE</p> <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: February 26, 2018

Prepared by:


VEA LIANNE M. RAMOS
 HRM Unit Staff
 Date: 2/15/18

Approved for posting:


GENEDINE A. EVANGELISTA
 Chief, AFMD
 Date: 2/15/18