



WORKFORCE PUBLICATION FORM

Date of Posting: March 22, 2018

The Local Government Academy is in need of **Project Assistant (3)** to be assigned at the **Institutional Partnership Unit.**

SCOPE OF WORK
Assists in the implementation of the AECID-assisted SCPLG-DRR project
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 the project;• Assists in related DRR CCA research work;• Coordinates with partner-agencies and participating LGUs;• Co-facilitates the conduct of project trainings and learning events;• Assists in project monitoring;• Participates in project steering committee and LGU coordination meetings, inter-agency conferences and workshops;• Does related work.
ENGAGEMENT OF SERVICES
The Project Assistant shall be under Contract of Services for two and a half 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 development communications
SKILLS
<ul style="list-style-type: none">• Communications 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 and field work, in dealing with government agencies, NGOs and other related institutions.

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 2, 2018

Prepared by:


VEA LIANNE M. RAMOS
 HRM Unit Staff
 Date: 3/22/18

Approved for posting:

GENEDINE A. EVANGELISTA
 Chief, AFMD
 Date: 3/22/18

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