



## WORKFORCE PUBLICATION FORM

Date of Posting: **March 13, 2018**

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

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| <b>SCOPE OF WORK</b>   |
| Project Management   |
| <b>SPECIFIC FUNCTIONS AND DUTIES</b>   |
| <ul style="list-style-type: none"><li>• Provide technical support in the implementation of programs, projects and activities;</li><li>• Organize and conduct field visits, assessment and monitoring of the area before, during, and after project completion;</li><li>• Submit relevant reports and recommendations to the LGA;</li><li>• Prepare information/ reports/ materials/ proposals for program activities and for identification of areas of support and intervention for LGA, or the concerned local governments;</li><li>• Monitor the use and status of project funds;</li><li>• Develop training curriculum/ modules that will be identified in the course of project development;</li><li>• Provide technical and administrative support on capacity building in carrying out in- house and external project activities;</li><li>• Develop/maintain partnerships between government, CSOs, and other stakeholders through inter-government dialogues and other capacity-building activities at the regional and field levels;</li><li>• Organize workshops and sharing of experiences, lessons, progress updates between and among various stakeholders;</li><li>• Develop information, education and communication materials related to the project;</li><li>• Lead the documentation and synthesis of lessons learned and best practices at the field level;</li><li>• Provide progress report to the Academy on the status, achievements and results and propose requirement adjustments when necessary;</li><li>• Report to the Academy for a regular basis during the entire duration of the engagement;</li><li>• He/she shall be under direct supervision of the Chief of the Local Governance Training and Development Division; and</li><li>• Perform other duties as may be required by the Academy.</li></ul> |
| <b>ENGAGEMENT OF SERVICES</b>  |
| The Program Coordinator shall be under Contract of Service with duration of six (6) months and renewable subject to assessment or evaluation and availability of funds.<br><br>The engagement of the Program Coordinator is full-time with a monthly salary of <b>Fifty Thousand Pesos Only (P50,000.00)</b> inclusive of tax to be paid bi-monthly.   |
| <b>EDUCATION</b>   |
| <ul style="list-style-type: none"><li>• A university degree, preferably in any of the following related fields: Political or Social Science, Community Development or Public Administration. A master' s degree is an advantage</li></ul>  |

**SKILLS**

- Knowledge on local governance and participatory mechanism with Civil Society Organizations (CSOs)
- Proficiency in English (particularly writing and oral communications skills) in addition to a strong command of Filipino
- Strong interpersonal and communication skills
- Demonstrated team leadership skills, efficiency, flexibility, respect for diversity, creative thinking, resourcefulness, creativity, and a drive for results
- Ability to work and maintain relationships with a wide cross-section of partners including Government, NGOs, CSOs, communities and other groups
- Good level of computer literacy

**Personal Qualities**

- Mature judgment and professional commitment to project goals, combined with a proactive, energetic approach to problem solving
- Capacity to work under pressure and to meet strict deadlines
- Team player, resourceful and can work under pressure with minimal supervision
- Willingness to travel outside of duty station

**TRAINING****EXPERIENCE**

- Minimum of three (3) years' experience in program designing, management and implementation, curriculum development, and managing learning events;
- Acknowledged expert in local development planning and management
- One (1) year experience working with Civil Society Organizations, an advantage

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](mailto: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:** March 23, 2018