



WORKFORCE PUBLICATION FORM

Date of Posting: November 13, 2018

The Local Government Academy is in need of a **Training Center Administrator** to be assigned at the **Administrative, Financial and Management Division – LGA Training Center (LGATC), Los Baños, Laguna.**

SCOPE OF WORK

- Under immediate supervision of the Chief Administrative Officer (CAO), assists in managing the maintenance and operations of the LGATC.

SPECIFIC FUNCTIONS AND DUTIES

- Assist CAO in supervising staff assigned in LGATC
- Recommends systems/ process enhancement on LGATC management
- Manage the schedule of activities of the LGATC
- Prepare reportorial requirements of the LGATC
- Provide administrative assistance to LGA activities held at LGATC
- Manage the daily operations of the LGATC
- Maintenance and custody of facilities, equipment, materials and supplies
- Monitor budget allocation and repairs
- Perform other related tasks that should be assigned from time to time

ENGAGEMENT OF SERVICES

The LGATC Administrator shall be under Contract of Service with a duration of (6) months and renewable subject to the assessment or evaluation and availability of funds.

The engagement of the TC Administrator is full-time with a monthly salary of Thirty Thousand Pesos (P30,000.00) inclusive of tax to be paid bi-monthly.

EDUCATION

- Bachelor's degree in Hotel and Restaurant Management or any other related courses

SKILLS

- With strong organization and analytical skills
- Good interpersonal skills
- Strong written and oral communication skills
- Proficient computer skills, including MS Word, Excel, Powerpoint & Access Database
- Skills in database management and record keeping

Personal Qualities

- Minimum Supervision (Leadership Skills)
- Management Skills
- Meticulous to details
- Organizational sensitiveness
- Team player; gets along well with others
- Resourceful, innovative and pro-active
- Must be willing to work overtime
- Able to work harmoniously, competently and effectively even under pressure

TRAINING

- 8 hours of relevant training including four (4) hours of supervisory training

EXPERIENCE

- 1 year of relevant experience including supervisory experience

Interested Applicants may visit or send application forms and required credentials to:

THELMA T. VECINA, CESO IV

Officer-In-Charge

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 23, 2018

Prepared by:



VEA LIANNE M. RAMOS

HRM Unit Staff

Date:

Approved for posting:



GENEDINE A. EVANGELISTA

Chief, AFMD

Date: