



WORKFORCE PUBLICATION FORM

Date of Posting: January 23, 2018

The Local Government Academy is in need of **Project Assistant (2)** to be assigned at the **Human Resource Development Division**.

SCOPE OF WORK
Provide support in the implementation of the Academy's program, projects and activities
SPECIFIC FUNCTIONS AND DUTIES
<ul style="list-style-type: none">• Prepares training designs, memo circulars and other issuances that are relevant in implementing the Academy's programs, projects and activities;• Assists in implementing Academy's programs, project and activities;• Assists in the dissemination of information and other issuances;• Assists in analyzing and consolidating reports submitted by different regions and partner agencies;• Coordinates with partners in implementing Academy's programs, projects and activities;• Monitors the implementation of the Academy's P/P/As;• Does related work
ENGAGEMENT OF SERVICES
The Project Assistant shall be under Contract of Services 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).
EDUCATION
4-year course in Public Administration, Government Management or any related courses.
SKILLS
<ul style="list-style-type: none">• Functional knowledge in Training Designing• Relevant experience in Project Coordination/ Secretarial Functions• Knowledge on capacity development interventions, policies and processes• Capability to make informed decisions• Capability to work in a team environment• Effective work planning, organizing and resource management skills• Effective communication, facilitation and presentation skills• Excellent command of written and spoken English• Good technical writing skills• Working knowledge of Microsoft Office software applications.

Personal Qualities

- 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
- Flexible and adaptable to organizational structure and culture

TRAINING

- One year relevant training

EXPERIENCE

- Work with a development-oriented organization
- Dealing with donors, NGAs, NGOs and other similar institutions
- Training designing and/or management

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: February 2, 2018

Prepared by:



VEA LIANNE M. RAMOS
HRM Unit Staff
Date: Jan. 22, 2018

Approved for posting:



GENEDINE A. EXANGELISTA
Chief, AFMD
Date: Jan. 22, 2018