



WORKFORCE PUBLICATION FORM

Date of Posting: January 23, 2019

The Local Government Academy is in need of **two (2) Project Officer I (M & E)** to be assigned at the **Research and Policy Development Division- Planning, Monitoring & Evaluation Unit**

SCOPE OF WORK

- Under the overall supervision of the RPDD Chief and under the direct supervision of the Planning, Monitoring & Evaluation Unit (PMEU) head, the main responsibility of the successful candidate is to provide support to the program and project monitoring and evaluation activities of the LGA.

SPECIFIC FUNCTIONS AND DUTIES

- Responsible in the development and implementation of monitoring and evaluation systems
- Assist in the development of appropriate monitoring and evaluation tools for data collection
- Develop and manage databases for program and project participants
- Disseminate monitoring and evaluation findings internally and externally through meetings and workshops
- Design proposals through the development of program result frameworks and indicators
- Assist in the design and implementation of monitoring and evaluation activities such as forum and validation
- Perform other functions as may be required

ENGAGEMENT OF SERVICES

The Project Officer I 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 Project Officer I is full-time with a monthly salary of Twenty Five Thousand Two Hundred Thirty Pesos (P25,230.00) inclusive of tax to be paid bi-monthly.

EDUCATION

- Bachelor's degree in Public Administration or equivalent. Knowledge on monitoring and evaluation is a must.

<p>SKILLS</p> <ul style="list-style-type: none"> • Excellent writing skills • Effective communication skills both verbally and in writing with work superiors and colleagues • Strong research and analytical skills • Monitoring and evaluation techniques • Excellent interpersonal skills in dealing with clients and stakeholders • Excellent presentation and facilitation skills is desirable <p>Personal Qualities</p> <ul style="list-style-type: none"> • Capability to work in a team environment • Willingness to learn and upgrade knowledge and skills • Can work with minimal supervision
<p>TRAINING</p> <ul style="list-style-type: none"> • Relevant training on basic research methods, or monitoring and evaluation is desirable
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Relevant experience in monitoring of programs or projects

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

THELMA T. VECINA, CESO IV
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 4, 2019