



WORKFORCE PUBLICATION FORM

Date of Posting: January 23, 2019

The Local Government Academy is in need of a **Project Officer I (Planning)** 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 planning activities of the LGA.

SPECIFIC FUNCTIONS AND DUTIES

- Provides technical assistance and support in the preparation of technical documents, reports and activities of the office;
- Collects, processes, consolidates and analyzes data generated from periodic reports of operating offices/units;
- Gathers and analyzes essential information and data from other agencies, institutions and other external sources as input in policy formulation, discussion and report generation;
- Submit regular related reports to concerned agency/offices;
- Maintains organized correspondences, documents, reports and data files for references and retrieval;
- Assist in the implementation of agency planning activities such as conferences, consultations and workshops; and
- 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 on project planning and management or relevant to the job. Basic knowledge on planning and government budgeting process is desirable.

SKILLS

- Excellent writing skills
- Effective communication skills both verbally and in writing with work superiors and colleagues
- Strong planning skills
- Monitoring and evaluation techniques
- Excellent interpersonal skills in dealing with clients and stakeholders
- Excellent presentation and facilitation skills is desirable

Personal Qualities

- Capability to work in a team environment
- Willingness to learn and upgrade knowledge and skills
- Can work with minimal supervision

TRAINING

- At least four (4) hours of relevant training

EXPERIENCE

- Relevant experience in planning processes

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
- 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 4, 2019