



WORKFORCE PUBLICATION FORM

Date of Posting: January 23, 2019

The Local Government Academy is in need of **Project Officer II (Partnerships)** to be assigned at the **Research and Policy Development Division- Knowledge Management Unit.**

SCOPE OF WORK

- Under the overall supervision of the RPDD Chief and under the direct supervision of the Knowledge Management Unit (KMU) head, the main responsibility of the successful candidate is to manage the partnerships or network of the LGA.

SPECIFIC FUNCTIONS AND DUTIES

- Develop programs and assist in the implementation of programs for the LGNRC and LGRRCs
- Provide technical assistance to the LoGoTRI-PhilNet
- Manage LGA's existing and potential membership to local and international network
- Develop project proposals for possible partnerships with donor agencies
- Perform other functions as may be required

ENGAGEMENT OF SERVICES

The Project Officer II 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 II is full-time with a monthly salary of Thirty Thousand Five Hundred Thirty Pesos (P30,530.00) inclusive of tax to be paid bi-monthly.

EDUCATION

- Bachelor's degree in Marketing or other related field

SKILLS

- Excellent writing skills
- Problem solving, critical thinking, communication and strategic planning skills
- Effective communication skills both verbally and in writing with work superiors and colleagues
- Strong research and analytical skills
- Coordination/collaboration skills
- Networking/negotiation skills

Personal Qualities

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

TRAINING
<ul style="list-style-type: none"> • Relevant training
EXPERIENCE
<ul style="list-style-type: none"> • None

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