



WORKFORCE PUBLICATION FORM

Date of Posting: January 23, 2019

The Local Government Academy is in need of **Project Officer II (Writer)** 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 provide support to the IMS in developing and implementing the LGA communication strategy and plans.

SPECIFIC FUNCTIONS AND DUTIES

- Develop content of information, education and communication (IEC) materials for publication (print, social media account and website)
- Develop and implement publication, social media account and website promotion plan
- Manage social media account and website content
- Provide technical assistance to other units in developing IEC materials
- Edit and proofread IEC materials for publication
- Assist in the design and implementation of knowledge dissemination activities such as exhibits and forum
- 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 Mass Communication, Journalism or Development Communication

<p>SKILLS</p> <ul style="list-style-type: none"> • Excellent writing skills • Basic design fundamentals and familiarity with online publishing software is an advantage • Effective communication skills both verbally and in writing with work superiors and colleagues • Strong research and analytical skills <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 news or feature writing and social media content management
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Relevant experience in handling communications project

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