



WORKFORCE PUBLICATION FORM

Date of Posting: September 4, 2019

The Local Government Academy is in need of **Project Officer I (Assistant Procurement Officer)** to be assigned at the **Administrative, Financial and Management Division – Assets Management Section (Supplies and Equipment, Procurement, Inventory and Disposal)**

SCOPE OF WORK
<ul style="list-style-type: none">• Provide technical and administrative support to the Assets Management Section (Supplies and Equipment, Procurement, Inventory and Disposal)
SPECIFIC FUNCTIONS AND DUTIES
<ul style="list-style-type: none">• Provide technical and administrative support to the LGA BAC;• Prepare procurement documents;• Assist in processing purchase requisitions / orders within purchasing authority;• Assist in preparing and maintaining purchasing records, reports and price lists;• Assist in providing policy guidance on the procurement, storage of supplies and equipment and proper disposal of unserviceable property in accordance with government prescribed standards;• Prepare communications, reports and other issuances relative to procurement;• Maintain procurement records; and• Does related work as may be required.
ENGAGEMENT OF SERVICES
<p>The Project Officer I shall be under Contract of Service with duration of six (6) months and renewable subject to assessment or evaluation and availability of funds.</p> <p>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.</p>
EDUCATION
<ul style="list-style-type: none">• Bachelor's Degree relevant to the job
SKILLS
<ul style="list-style-type: none">• Good interpersonal skills• Ability to multitask, prioritize, and manage time efficiently• Effective oral and written communication skills.• Excellent organizational skills.• Skills in database management and record keeping.• Excellent computer skills, including Word and Excel in a Microsoft Windows environment.

Personal Qualities

- Keen to details
- Resourceful, innovative, and pro-active.
- Ability to multitask and prioritize daily workload
- Capable of facilitating workshops.
- Able to exhibit a high level of confidentiality.
- Flexible and adaptable to organizational structure and culture
- Must be willing to work overtime

TRAINING

- 8 hours of relevant training

EXPERIENCE

- One (1) year work experience

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:

VEA LIANNE M. RAMOS

OIC - HRMO


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: September 14, 2019

Prepared by:


VEA LIANNE M. RAMOS
OIC - HRMO
Date: 09/03/2019

Approved for posting:


GENEDINE A. EVANGELISTA
Chief, AFMD
Date: 09/03/2019