



WORKFORCE PUBLICATION FORM

Date of Posting: February 11, 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

- Provide technical and administrative support to the Assets Management Section (Supplies and Equipment , Procurement, Inventory and Disposal)

SPECIFIC FUNCTIONS AND DUTIES

- 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

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.

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 relevant to the job

SKILLS

- 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:

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 22, 2019

Prepared by:



VEA LIANNE M. RAMOS

HRM Unit Staff

Date:

Approved for posting:



GENEDINE A. EVANGELISTA

Chief, AFMD

Date:

WEB POSTING CONFIRMATION SLIP

Title of the document:

Workforce Publication for Project Officer I (Assistant Procurement Officer) under Administrative, Financial and Management Division

Date & time posted:

Web Administrator:

Signature above printed name