



WORKFORCE PUBLICATION FORM

Date of Posting: **August 5, 2019**

The Local Government Academy is in need of **two (2) Project Officer I** to be assigned at the **Research and Policy Development Division (RPDD)**.

SCOPE OF WORK

- Under the overall supervision of the RPDD Chief and under the direct supervision of the Research and Policy Development (RPD) unit head, the main responsibility of the successful candidate is to provide support to the RPD in conducting research studies and developing local governance capacity development-related policies.

SPECIFIC FUNCTIONS AND DUTIES

- Develop concept notes and research designs
- Assist in the development of instruments for research data gathering activities
- Assist in the conduct of data gathering activities
- Assist in the preparation of study/activity reports
- Assist in the development of policies/policy proposals
- 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 in public administration or other related social science course

SKILLS

- Excellent technical writing skills
- Effective communication skills
- Strong research and analytical skills
- Excellent interpersonal skills
- Excellent presentation and facilitation skills are desirable

Personal Qualities

- Able to work in a team environment
- Willing to learn and upgrade knowledge and skills
- Willing to travel to local governments
- Can work with minimal supervision

TRAINING
<ul style="list-style-type: none"> • None required
EXPERIENCE
<ul style="list-style-type: none"> • Experience in conducting at least one (1) research project is required

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: August 15, 2019

Prepared by:



VEA LIANNE M. RAMOS
 OIC - HRMO
 Date: 8/5/2019

Approved for posting:



GENEDINE A. EVANGELISTA
 Chief, AFMD
 Date:

WEB POSTING CONFIRMATION SLIP	
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