



## WORKFORCE PUBLICATION FORM

Date of Posting: January 3, 2020

The Local Government Academy is in need of **one (1) Project Officer I (Communication)** 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 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

- Assist in developing content of information, education and communication (IEC) materials for publication (print, social media account and website)
- Assist in developing and implementing publication, social media account and website promotion plan
- Assist in managing social media account and website content
- Provide technical assistance to other units in developing IEC materials
- Edit and proofread IEC materials for publication
- 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 Mass Communication, Journalism or Development Communication

### SKILLS

- Excellent writing skills
- Basic design fundamentals and familiarity with online publishing software is an advantage
- Effective communication skills both verbally and in writing
- Strong research and analytical skills

### PERSONAL QUALITIES

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

<b>TRAINING</b>
<ul style="list-style-type: none"> <li>• Relevant training on news or feature writing and social media content management</li> </ul>
<b>EXPERIENCE</b>
<ul style="list-style-type: none"> <li>• Relevant experience in handling communications project</li> </ul>
<b>ELIGIBILITY</b>
<ul style="list-style-type: none"> <li>• CS Professional Eligibility</li> </ul>

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

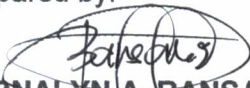
Email: [lgahrmu@gmail.com](mailto:lgahrmu@gmail.com)

**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:** January 13, 2020

Prepared by:

  
**BERNALYN A. BANSALES**  
 Administrative Assistant  
 Date:

Approved for posting:

  
**GENEDINE A. EVANGELISTA**  
 Chief, AFMD  
 Date:

<b>WEB POSTING CONFIRMATION SLIP</b>	
<b>Title of the document:</b>	Workforce Publication Form for (1) Project Officer I (Communication) under Research and Policy Development Division (RPDD)
<b>Date &amp; time posted:</b>	_____
<b>Web Administrator:</b>	_____
	<i>Signature above printed name</i>