



## WORKFORCE PUBLICATION FORM

Date of Posting: January 3, 2020

The Local Government Academy is in need of **two (2) Project Officer I (M & E)** to be assigned at the **Research and Policy Development Division- Planning, Monitoring & Evaluation Unit**

<b>SCOPE OF WORK</b>
<p>The Project Officer I (Monitoring &amp; Evaluation) will be responsible for the development of the Monitoring and Evaluation systems, tools and instruments.</p> <p>The Project Officer I (Monitoring &amp; Evaluation) with support from the PMO will be responsible for the implementation of the M&amp;E Systems through the conduct of evaluation and periodic assessment of the progress of the project.</p>
<b>SPECIFIC FUNCTIONS AND DUTIES</b>
<ul style="list-style-type: none"><li>• Development of M&amp;E Tools</li><li>• Conduct evaluation and periodic assessment on the progress of the project</li><li>• Coordinate with other project team members on the development and production of all Project progress report, assessment and analytical reports</li><li>• Participate in all M&amp;E related studies and surveys</li></ul>
<b>ENGAGEMENT OF SERVICES</b>
<p>The Project Officer I (Monitoring &amp; Evaluation) shall be under Contract of Service with a duration of (6) months and renewable subject to the assessment or evaluation and availability of funds.</p> <p>The engagement of the Project Officer I (Monitoring &amp; Evaluation) 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>
<b>EDUCATION</b>
<ul style="list-style-type: none"><li>• 4 years Bachelor's degree in any social science courses</li></ul>
<b>ELIGIBILITY</b>
<ul style="list-style-type: none"><li>• CSC Professional Eligibility desirable but not required</li></ul>
<b>SKILLS</b>
<ul style="list-style-type: none"><li>• Research skills</li><li>• Communication skills</li><li>• Knowledge of M&amp;E concepts and systems</li><li>• Knowledge of results chain and interpretation of results framework</li></ul>

<b>PERSONAL QUALITIES</b>
<ul style="list-style-type: none"> <li>• Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community</li> <li>• Ability to foster a cooperative work environment</li> </ul>
<b>TRAINING</b>
<ul style="list-style-type: none"> <li>• At least forty (40) hours training on monitoring and evaluation or related training and/or seminar attended</li> </ul>
<b>EXPERIENCE</b>
<ul style="list-style-type: none"> <li>• At least one (1) year related work experience</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:**

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|--------------------------------------|--|
| - 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:



**VEA LIANNE M. RAMOS**

HRM Unit Staff

Date:

Approved for posting:



**GENEDINE A. EVANGELISTA**

Chief, AFMD

Date: