



WORKFORCE PUBLICATION FORM

Date of Posting: January 3, 2020

The Local Government Academy is in need of **one (1) Project Officer I (Partnership)** to be assigned at the **Research and Policy Development Division (RPDD)**.

<p>SCOPE OF WORK</p> <ul style="list-style-type: none"> • 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 manage the partnerships or network of the LGA.
<p>SPECIFIC FUNCTIONS AND DUTIES</p> <ul style="list-style-type: none"> • Provide secretariat services to the LoGoTRI-PhilNet • Assist in managing LGA's existing and potential membership to local and international network • Assist in developing project proposals for possible partnerships with partners • Perform other functions as may be required
<p>ENGAGEMENT OF SERVICES</p> <p>The Project Officer I shall be under Contract of Service with duration of six (6) months and renewable subject to the 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>
<p>EDUCATION</p> <ul style="list-style-type: none"> • Bachelor's degree in Marketing or other related field
<p>SKILLS</p> <ul style="list-style-type: none"> • Excellent writing skills • Problem solving, critical thinking, communication and strategic planning skills • Effective communication skills both verbally and in writing • Strong research and analytical skills • Coordination/Collaboration skills • Networking/negotiation skills
<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Capability to work in a team environment • Willingness to learn and upgrade knowledge and skills • Strong motivation • Can work with minimal supervision
<p>TRAINING</p> <ul style="list-style-type: none"> • Relevant training

EXPERIENCE
<ul style="list-style-type: none"> • Relevant experience in partnership management
ELIGIBILITY
<ul style="list-style-type: none"> • CS Professional Eligibility

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:

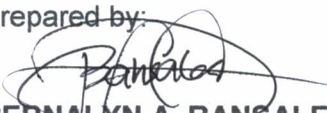
VEA LIANNE M. RAMOS
 OIC - HRMO


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: January 13, 2020

Prepared by:

BERNALYN A. BANSALES
 Administrative Assistant
 Date: 01/03/2020

Approved for posting:

GENEDINE A. EVANGELISTA
 Chief, AFMD
 Date: 01/03/2020

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