



## WORKFORCE PUBLICATION FORM

Date of Posting: January 14, 2020

The Local Government Academy is in need of **one (1) Project Officer I** to be assigned at the **Administrative, Financial and Management Division- Human Resource Management and Development Unit (AFMD-HRMU)**.

### SCOPE OF WORK

- Provide technical, management, and coordinative support to Human Resource Management and Development Unit

### SPECIFIC FUNCTIONS AND DUTIES

- Assist the Administrative Division in implementing personnel and HR matters particularly in accomplishing the objectives of the LGA HRMD Plan;
- Assists the Human Resource Management Officer in designing and planning of HR work programs/activities;
- Assist the Human Resource Management Officer in the formulation of policies/guidelines/ procedures on various development programs and/ or concerns;
- Provides information and basic interpretation regarding HR administrative policies and procedures;
- Prepares communications, minutes of meetings, reports and other issuances relative to personnel matters;
- Provide assistance to employees regarding personnel and HR matters;
- Assist with day to day operations of HR functions and duties;
- Performs other functions that may be assigned from time to time.

### 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
- 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.

<p><b><u>Personal Qualities</u></b></p> <ul style="list-style-type: none"> <li>• Keen to details.</li> <li>• Resourceful, innovative, and pro-active</li> <li>• Ability to multitask and prioritize daily workload</li> <li>• Capable of facilitating workshops.</li> <li>• Able to exhibit a high level of confidentiality.</li> <li>• Flexible and adaptable to organizational structure</li> <li>• Must be willing to work overtime</li> </ul>
<p><b>TRAINING</b></p> <ul style="list-style-type: none"> <li>• 8 hours of relevant training</li> </ul>
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• One (1) year work experience in Human Resource Management</li> </ul>
<p><b>ELIGIBILITY</b></p> <ul style="list-style-type: none"> <li>• CSC Professional Eligibility desirable but not required</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

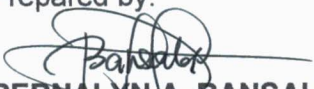
Email: [lgahrmu@gmail.com](mailto:lgahrmu@gmail.com)

**Application Requirements:**

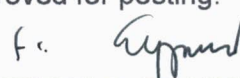
- Letter of Application
- Transcript of Records (Authenticated)
- Curriculum Vitae
- Medical Certificate (upon advise by the HRM Officer)
- College Diploma (Authenticated)
- Certificates of trainings attended

**Deadline of Application:** January 24, 2020

Prepared by:

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

Approved for posting:

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