



## JOB OPPORTUNITY

Date of Posting: May 31, 2016

The Local Government Academy is in need of a Project Officer to be assigned at the Institutional Partnership Unit.

### SPECIFIC FUNCTIONS AND DUTIES:

Under the immediate supervision of the Head of the Institutional Partnership Unit,

- Prepares program/training designs, memo circulars and other issuances that are relevant in implementing the Academy's programs, projects and activities;
- Manages implementation of the Academy's P/P/As;
- Acts as facilitator during conduct of workshops and other learning events;
- Monitors the implementation of the Academy's P/P/As;
- Consolidates and analyzes reports submitted by the different regions and partner agencies;
- In close coordination with the Heads of Division, formulates/recommends policies, guidelines and standards in P/P/As' implementation;
- Coordinates with project partners and other stakeholder;
- Prepares technical reports;
- Does related work

### ESSENTIAL KNOWLEDGE AND SKILLS:

- Functional knowledge in Program Designing
- Relevant experience on Project Coordination/Secretariat Functions
- Knowledge on capacity development interventions, policies and processes; whole of government policy (as advantage)
- Capability to work in a team environment



**GO FOR GOLD!!!** The resonating rally call of the country's premiere local governance training institution on the eve of its 25<sup>th</sup> anniversary. The year-long celebration, focused primarily on *corporate re-branding, fine-tuning of systems and process, recognition of partnerships, communicating banner programs towards greater results*, will showcase different national and sub-national activities referenced to a variety of monthly themes until August 2013.

**ABOUT THE LOGO:** The Philippine Eagle soaring high in a blue backdrop is an embodiment of the Academy's noble pledge in leading the exceptional pack of local governance capacity builders. With the transition of the silver hued icon to a golden fascia, it reflects the Academy's strive for uncompromised excellence in continuously delivering its share in national progress. The intertwined green-hued numeral 25 signifies the Academy's stronger undertaking, to go green and steer proactive local governance for sustainable development in its passage towards another 25 years and even beyond!

- Effective work planning, organizing and resource management skills.
- Effective communication, negotiation and presentation skills.
- Excellent command of written and spoken English.
- Good technical writing skills.
- Working knowledge of Microsoft Office software applications.

**PERSONAL QUALITIES:**

- Willing to travel.
- Committed to excellence.
- Has the ability to integrate efforts towards a common goal.
- An effective team participant.
- Resourceful, innovative, and pro-active.
- Capable of making informed decisions.
- Flexible and adaptable to organizational structure and culture
- Capable of facilitating workshops.

**INPUTS TO QUALIFICATION GUIDES:**

- 1 year of relevant work experience on development projects
- Experience in working in a development-related organization
- Experience in dealing with donors, the government, NGOs and other related institutions.
- Capacity to interact with partners and stakeholders

**ENGAGEMENT OF SERVICES:**

The Project Officer 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 is full-time with a monthly salary of **Twenty Four Thousand Eight Hundred Eighty Seven Pesos (P24,887.00)** inclusive of tax to be paid bi-monthly.

Interested Applicants may visit or send application forms and required credentials to:

**MARIVEL C. SACENDONCILLO, CESO III**

Executive Director

DILG-Local Government Academy

8F Agustin I Building F. Ortigas Jr. Road, Ortigas Center, Pasig City

Through:

**Ms. DONNA JEANNE M. YARCIA**

Administrative Officer V (HRMOIII)

Email: lgahrmu@gmail.com/donnajeanne\_yarcia@yahoo.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: June 10, 2016**


Prepared by:



**VEA LIANNE M. RAMOS**

HRM Unit Staff

Approved for posting:



**GENEDINE A. EVANGELISTA**  
Chief Administrative Officer