



WORKFORCE PUBLICATION FORM

Date of Posting: **March 13, 2017**

The Local Government Academy is in need of a **Project Officer** to be assigned at the **Research and Policy Development Division**.

SCOPE OF WORK
Under the overall supervision of the RPDD Chief and under the direct supervision of the Information Management Section (IMS) Chief, the main responsibility of the successful candidate is to provide support to the IMS in ensuring the smooth flow of information from data source to end users.
SPECIFIC FUNCTIONS AND DUTIES
<ul style="list-style-type: none">• Write press releases of LGA programs and activities• Develop content of information, education and communication (IEC) and learning resource materials for publication (print, social media account and website)• Manage social media account and website content• Develop and implement publication, social media account and website promotion plan• Provide technical assistance to other units in developing IEC materials• Edit and proofread IEC materials for publication• Design and implement knowledge dissemination activities such as exhibits and forum
ENGAGEMENT OF SERVICES
<p>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.</p> <p>The engagement of the Project Officer is full-time with a monthly salary of Twenty Four Thousand Eight Hundred Eighty Seven Pesos (Php24,887) inclusive of tax to be paid bi-monthly.</p>
EDUCATION
Degree in Social Sciences, preferably Communications, Journalism or Development Communication
SKILLS
<u>Essential Knowledge and Skills</u> <ul style="list-style-type: none">• Excellent writing skills• Basic design fundamentals and familiarity with online publishing software is an advantage

- Capability to work in a team environment
- Strong research and analytical skills

Additional skills

- Effective communication skills both verbally and in writing with work superiors and colleagues

Personal Qualities

- Capable of working well under pressure
- Enthusiasm to be continually learning, keeping up to date knowledge on writing and desktop publishing
- Resourceful, innovative, and pro-active
- Capable of making informed decisions
- Flexible and adaptable to organizational structure and culture

TRAINING

Related Training

EXPERIENCE

Related work experience

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:

DONNA JEANNE M. YARCIA

Administrative Officer V (HRMO III)

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: March 23, 2017