



JOIN OUR TEAM



PLEB PROJECT ASSISTANT II

Salary Grade/ Monthly Compensation	Php 19,077.00 (on contractual basis)
Qualifications	<ul style="list-style-type: none">• Graduate of four-year course, preferably a Baccalaureate Degree holder in Commerce, Development/Social Studies, Public Administration or Communications;• Must have above average interpersonal skills;• Must have good analytical, oral and written communications skills;• Must have background on basic planning and budgeting for programs; and• Must have the ability to work well in diverse range of stakeholders at local and national levels.

Functions

- The PLEB Project Assistant II shall :
- Provide administrative support to the PLEB Program specifically in planning, budgeting, implementation of activities and coordination with DILG Field Offices and DILG Central Office, other national Government Agencies, Local Government Units and other stakeholders;
 - Manage all incoming and outgoing documents relative to PLEB;
 - Go on fieldwork or to travel in relation to the performance of the above-mentioned responsibilities.
 - Undertake other functions as may be required.



Send your CV to :

region5personnel@gmail.com

Deadline of submission : March 7, 2018