



DEPARTMENT OF THE  
INTERIOR AND LOCAL  
GOVERNMENT  
(DILG)

— Now —  
**HIRING**

## REGIONAL TECHNICAL ASSISTANT

Salary Grade	SG-14 (Php 27,755)
Duration	January to December 2020 (renewable every 6 months)
Location of Work	DILG Regional Office
Line of Reporting	ADAC Regional Technical Person (RFP)

### Background

Under the direct supervision of the ADAC Regional Focal Person (RFP), the successful candidate shall be responsible for providing support to Philippine Anti-Illegal Drugs Strategy (PADS), Executive Number 66, s 2018 implemented program under DILG PADS Project Management Office. This position is responsible for the operations and capacity building requirements of the program.

### Required Competency (Core/Leadership/Functional)

- Act as facilitators/speakers during capacity building trainings i.e roll-Out Community-Based Drug Rehabilitation Program (CBDRP), for capacity development and training to LGUs.
- Participates in collaboration meetings with Regional Office LGMED/Planning and Operations Unit on directions and activities of PAD-PMO.
- Manage and monitor the finance accomplishments on a monthly and quarterly basis, ensuring that Regional Office PADS-PMO adheres to finance regulations and procedures of cash-based budgeting process.
- Prepares presentations in meetings and workshops with other government agencies and/or other organizations, when applicable.
- Administer all finance procurement and disbursement of Regional Office and ensure timely obligation payments for services following finance policies and procedures.
- In the performance of the foregoing duties and responsibilities, may be authorized to go on official travel and reimburse traveling and other related expenses; and, perform other relevant duties as and when assigned, by or via the Regional Director and Regional Focal Person.

### Behavioral

- Ability to perform under time pressure, flexible, work independently, manage multiple tasks and work effectively as a leader and team member in fast-paced multi-cultural environment of the government.
- Detail-oriented, organizational skills, demonstrated tendency to problem-solve and take initiative.

### Required Qualifications and Experience

- Bachelor's degree in community development studies, social sciences or related field.
- Strong ability to work independently, including the ability to multitask, prioritize competing tasks, and manage time effectively.
- Strong organization skills with a problem-solving attitude.
- Excellent interpersonal skills, diplomacy, and persuasion skills.
- Good computer skills, including use of email and Microsoft Word and Excel
- Excellent written and oral communication skills including delivering of presentations on project ideas.
- Manage and monitor the finance accomplishments on a monthly and quarterly basis, ensuring that PADS-PMO adheres to finance regulations and procedures of cash-based budgeting process.



Send your CV to :

[region5personnel@gmail.com](mailto:region5personnel@gmail.com)

Deadline of submission : February 15, 2020

*join our team*

MATINO. MAHUSAY. MAAASAHAN.