

JOB VACANCY	
Position Title:	Local Government Operations Officer II
No. of Vacancy/ies:	2
Plantilla Item No.:	OSEC-DILGB-LGOO2-352-1998 and OSEC-DILGB-LGOO2-409-1998
Salary:	26,754.00
Salary Grade:	13
Station:	Albay
QUALIFICATIONS:	
Education:	Bachelor's Degree
Experience:	None required
Training:	None Required
Eligibility:	Career Service Prof. 2 nd Level Eligibility
Additional Qualification:	Must be a passer of the DILG Pre-Qualifying Examination
JOB SUMMARY:	
Oversee the effective implementation of the Department's Programs, Project and Activities in the municipal level and coordinate the conduct of research/studies that will contribute to the policy formulation, guidelines and standards. Acts as PPA champion in the provincial Office.	

REQUIRED COMPETENCIES	LEVEL
A. CORE COMPETENCIES	
A.1. Commitment to Ethical Service and Good Governance	2
A.2. Customer Focus	2
A.3. Ensuring Excellent Results	2
A.4. Organizational Sensitivity	2
B. FUNCTIONAL COMPETENCIES	
C.1. Effective Communication	1
C.2. Influence	1
C.3. Managing Knowledge and Information	1
C.4. Policy Research and Analysis	1
C.5. Program Development and Management	1
C.6. Relationship Building	1
C.7. Technical Proficiency	1

DILG Region 5 is an equal opportunity agency. All qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity (SOGI), civil status, religion ethnicity or political affiliations.