

## JOB VACANCY

Position Title:	Local Government Operations Officer II
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-LGOO2- <u>352-1998</u>
Salary:	29,798.00
Salary Grade:	13
Station:	Can be assigned anywhere in the region
<b>QUALIFICATIONS:</b>	
Education:	Bachelor's Degree
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Prof. 2 <sup>nd</sup> Level Eligibility
Additional Requirement:	Must be a passer of DILG Pre-Qualifying Examination
<b>JOB SUMMARY:</b> Assist in providing technical assistance in planning, administering, implementing and monitoring of developmental projects and activities to improve administrative and fiscal capabilities of the municipalities.	

REQUIRED COMPETENCIES (as per DILG Competency Framework and Dictionary Manual)	LEVEL
<b>A. CORE COMPETENCIES</b>	
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>B. FUNCTIONAL COMPETENCIES</b>	
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.*