

JOB VACANCY	
Position Title:	Local Government Operations Officer II
No. of Vacancy/ies:	7
Plantilla Item No.:	OSEC-DILGB-LG002-370-1998; OSEC-DILGB-LG002-371-1998; OSEC-DILGB-LG002-404-1998; OSEC-DILGB-LG002-411-1998; OSEC-DILGB-LG002-413-1998; OSEC-DILGB-LG002-415-1998; and OSEC-DILGB-LG002-423-1998
Salary:	25,232.00
Salary Grade:	13
Station:	Albay (2); Cam Sur (3); Sorsogon (1) and Camarine Norte (1)
QUALIFICATIONS:	
Education:	Bachelor's Degree
Experience:	1 year of relevant experience
Training:	Completion of training course for LGOOs
Eligibility:	Career Service Prof. 2 nd Level Eligibility
JOB SUMMARY: 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	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. LEADERSHIP COMPETENCIES	
B.1. Developing and Inspiring Others	1
B.2. Planning work and Managing Teams	1
B.3. Problem Solving and Decision Making	1
C. 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.

