



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region V
Legazpi City, Albay

I. POSITION: Regional Technical Assistant

II. NO. OF VACANT POSITIONS: Two (2)

III. COMPENSATION:

Twenty Nine Thousand Two Hundred Seventy Seven (Php 29,277.00) per month, payable in two (2) equal installments, that is on the 15th and 30th of the month.

IV. STATUS OF EMPLOYMENT: Contract of Service

V. QUALIFICATIONS:

- a. Bachelor's degree in community development studies, social sciences or related field;
- b. Strong ability to work independently, including the ability to multitask, prioritize competing task, and manage time effectively;
- c. Strong organization skills with a problem-solving attitude;
- d. Excellent intra-personal skills, diplomacy, and persuasion skills;
- e. Good computer skills, including the use of email and Microsoft Word and Excel;
- f. Excellent written and oral communication skills including delivering of presentations on project ideas;
- g. Manages and monitors the finance accomplishments on a monthly and quarterly basis, ensuring that downloaded budget under the DILG PADS-PMO adheres to finance regulations and procedures of cash-based budgeting process.

VI. SPECIFIC DUTIES AND RESPONSIBILITIES:

- Responsible to oversee all capacity building and development plan for the Regional Office implementers. Will assist during the conduct of the ADAC Performance Audit and monthly Regional ICAD Advocacy Cluster meetings. This entails close coordination with the LGMED Regional Office for the conduct of capacity building activities with full compliance of DILG PADS-PMO requirements;
- Provide support Philippine Anti-Illegal Drugs Strategy (PADS);
- Responsible for the operations and capacity building requirements of the program;
- Act as facilitator/ speaker during capacity building trainings i.ee CBDRP;
- Participate in collaboration meetings with Regional Office LGMED/Planning and Operations Unit on directions and activities of DILG PADS/PMO;
- Manages and monitors the finance accomplishments on a monthly and quarterly basis, ensuring the Regional Office DILG 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;
- Administers 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 travelling and other related expenses; and, perform other relevant duties as and when assigned, by or via the Regional Director and Regional Focal Person.