

## JOB VACANCY

Position Title:	Local Government Operations Officer IV
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-LG004-11-1998
Salary:	45,203.00
Salary Grade:	18
Station:	Regional Office
<b>QUALIFICATIONS:</b>	
Education:	Bachelor's Degree
Experience:	2 years of relevant experience
Training:	Completion of training course for LGOOs
Eligibility:	Career Service Prof. 2 <sup>nd</sup> Level Eligibility
<b>JOB SUMMARY:</b>	
Assist the effective implementation of the Department's Programs, Project and Activities at the Regional Office and Provincial Offices.	

REQUIRED COMPETENCIES	LEVEL
<b>A. CORE COMPETENCIES</b>	
A.1. Commitment to Ethical Service and Good Governance	3
A.2. Customer Focus	3
A.3. Ensuring Excellent Results	3
A.4. Organizational Sensitivity	3
<b>B. LEADERSHIP COMPETENCIES</b>	
B.1. Developing and Inspiring Others	n/a
B.2. Planning work and Managing Teams	n/a
B.3. Problem Solving and Decision Making	n/a
<b>C. FUNCTIONAL COMPETENCIES</b>	
C.1. Effective Communication	2
C.2. Influence	2
C.3. Managing Knowledge and Information	2
C.4. Policy Research and Analysis	2
C.5. Program Development and Management	2
C.6. Relationship Building	2
C.7. Technical Proficiency	2

*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.*