



BAGONG PILIPINAS

Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGIONAL OFFICE V**  
 Rizal St., Legazpi City

<b>JOB VACANCY</b>	
<b>POSITION:</b>	Project Officer II
<b>SALARY:</b>	Php 35,097.00
<b>SALARY GRADE:</b>	15
<b>STATUS:</b>	Contract of Service
<b>CONTRACT DURATION:</b>	One (1) Year
<b>NO. OF VACANCY:</b>	One (1)
<b>DUTY STATION:</b>	DILG Region V Regional Office
<b>QUALIFICATIONS:</b>	
<b>REQUIRED EDUCATION AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree holder preferably Public Administration and other related courses</li> <li>• Preferably experience with government institutions, including work and research, planning, and monitoring and evaluation</li> <li>• Preferably with at least one (1) year work experience involving technical writing, policy development, research, or project management</li> </ul>
<b>SKILLS QUALIFICATION STANDARDS</b>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills in English and good technical research skills;</li> <li>• Strong analytical thinking, attention to detail, organizational skills, and work ethics;</li> <li>• Strong communication and interpersonal skills, demonstrated ability to build trust;</li> <li>• Provides information and documentation on specific stages of projects implementation;</li> <li>• Documents and tracks innovative strategies/best practices/new approaches;</li> <li>• Understands the main processes and methods of work regarding to the position;</li> <li>• Possesses knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks;</li> <li>• Demonstrates good knowledge of information technology and applies it in work assignments;</li> <li>• Reports in timely and appropriate manner; and</li> <li>• Organizes and prioritizes work schedules to meet needs and deadlines</li> </ul> <p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Demonstrating/safeguarding ethics and integrity;</li> <li>• Demonstrate corporate knowledge and sound</li> </ul>





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	<p>judgement;</p> <ul style="list-style-type: none"><li>• Initiative-taking;</li><li>• Acting as a team player and facilitating team work;</li><li>• Informed and transparent decision making;</li><li>• Strong training and facilitation skills; and</li><li>• Displayed cultural, gender, religion race, nationality and age sensitivity and adaptability</li></ul>
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**SPECIFIC FUNCTIONS AND DUTIES:**

- a. Serve as the Regional Project Officer for MH-IBF-EWS Ph Project in Legazpi City, Albay and shall oversee, monitor, and report to the responsible Project Officer the initiatives and overall implementation of the project in their respective Area of Responsibility (AOR). Moreover, he/she shall collaborate and coordinate with other government agencies, and stakeholders within their AOR, relative to the project
- b. Act as a focal point for information exchange, clarifying requirements, and addressing administrative and logistical arrangements for project activities in the Region
- c. Represent the Region and/or assist in the conduct of workshops, training, and meetings in the Region, if necessary, as coordinated and needed by the Lead Project Officer
- d. Plan and execute regional tasks and assist in the completion of targets in the Region within the prescribed timeline
- e. Provide overall support in the implementation of the project and prepare completed staff work for project output-related activities in the Region
- f. Coordinate with other stakeholders in the Region to ensure that the project aligns with the target activities, especially the deliverables of key partners
- g. Participate in the conduct of research, fieldwork, and data collection in the Region, as may be required
- h. Coordinate and respond to queries and concerns from partner bureaus and/or the Lead Project Officer related to duties and responsibilities
- i. In the performance of the foregoing duties and responsibilities, may be authorized to go on official travel and reimburse travelling and related expenses