

Place of Assignment :	Policy Formulation and Planning Division; Project Development, Investment Programming and Budgeting Division
Position Title :	Economic Development Specialist II
Plantilla Item No. :	ODGB-EDS2-123-1998; ODGB-EDS2-125-1998
Salary/Job/Pay Grade :	16
Monthly Salary :	Php 36,628.00
Eligibility :	Career Service (Professional) 2nd level eligibility
Education :	BS Degree relevant to the job
Training :	Four (4) hours of relevant training
Work Experience :	1 year of relevant experience
Competency :	<p>ORGANIZATIONAL: Agility and Resilience, Collaborating and Promoting Inclusion; Delivering Excellent Result; Solving Problems to Achieve Results; Strategic and Systems Thinking; and Socio-Economic Development Planning Advocacy.</p> <p>FUNCTIONAL: Business/Technical Writing; Computer Skill; Engaging Stakeholders; Development Partner Relationship Management; Investment Programming; Managing Data and Information; Managing Meetings/ Meeting and Support Administration; Policy Formulation and Advocacy/ Policy Review and Advisory; Program/Project Appraisal Advisory and Process Management; Program/Project Monitoring and Evaluation; Research and Analysis; and Oral Communication.</p>

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing and should have a Scholastic General Weighted Average of 80% to qualify. Personally submit or send through courier/email the application letter and the following documents not later than February 11, 2022.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet Attachment (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

Note: For qualified applicants, the NEDA Qualifying Examination is required, the schedule of which shall be announced later.

NEDA-CAR provides equal employment opportunities to its employees and applicants regardless of age, civil status, religion, ethnicity, sex, gender identity, or disability.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

SUSAN A. SUMBELING

Regional Director

NEDA-CAR, Botanical Garden, Baguio City

car@neda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : January 26, 2022

Closing Date : February 11, 2022