

**NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY
DEVELOPMENT INFORMATION STAFF
COMMUNICATION AND ADVOCACY PROGRAM-SUPPORT PROJECT**

VACANCY ANNOUNCEMENT

(Contractual Positions)

Position: Message Writer

Salary Grade: 15

Qualifications :

- Education: Bachelor's degree in Development Communication, Mass Communication, Journalism, Communication or any related field
- Training: At least 8 hours of training in speech writing, press releases and technical writing (economic writing)
- At least 1 year experience in speech writing, press release and technical writing (economic writing)
- Experience: At least one year experience in speech writing, press releases and technical writing
- Eligibility: Career Service, Second Level Eligibility

Job summary:

He /she drafts/edits/rewrites communication letters, statements, articles and memoranda; assists the Project Manager in supervising and coordinating the operations of the Project Management Office; assists in liaison jobs of the Project Manager with various groups, i.e., media, government agencies, local government units and private sector groups in connection with the Project activities; assists in coordinating production of development communication materials apart from the activities laid down in the CAP work plan; provides research data and information to media and external researchers regarding the MTPDP, acts as overall coordinator for all conferences, trainings, workshops, seminars and related activities; and sees to it that all requirements are met from preparations to the conduct of such activities; prepares semestral and annual accomplishment reports; and performs other functions and duties as may be assigned in connection with the Project; and performs other functions and duties as may be assigned in connection with the Project.

Position: Administrative Assistant I

Salary Grade: 7

Qualifications:

- Education: Bachelor of Science in Communication Arts or any related field
- Training: At least four hours of relevant training in graphic arts, layouting, video editing, or any related fields
- Experience: One year of relevant experience in graphic arts, video editing, and related fields

Job summary:

He/she provides administrative support to the staff in various work, such as rapporteuring in CAP-SP meetings; audio-visual services, specifically still photography and videography in relation to the production of multimedia communication materials to CAP-SP's internal and external audiences; video and photo coverage during CAP-SP's events; organizing photo and video files; and liaise with CAP-SP partners and IEC-related service providers; drafts memos, letters and other correspondences; and performs other functions and duties as may be assigned in connection with the Project.

Position: Administrative Assistant I

Salary Grade: 7

Qualifications:

- Education: Bachelor of Science in Office Administration or any related field
- Training: At least four hours of relevant training in office application, layouting and office administration
- Experience: One year of relevant experience in computer application

Job summary:

He/she performs simple but responsible sub-professional work; he/she provides administrative support to the staff in various work, such as preparation of simple powerpoint presentations for meetings, workshops and other CAP-SP events and encodes/layouting various CAP-SP information materials, such as brochures, flyers, etc; drafts memos, letters and other correspondences; and performs other functions and duties as may be assigned in connection with the Project.

Position: Administrative Assistant I

Salary Grade: 7

Qualifications:

- Education: Bachelor of Science in Office Administration or any related field
- Training: At least four hours of relevant training in office application, layouting and office administration
- Experience: One year of relevant experience in computer application

Job summary:

He/she performs simple but responsible sub-professional work; he/she provides administrative support to the staff in various work, such as administrative requirements of the Project and the Project staff; survey listings and quotations related to logistical requirements of project activities; disbursement of Project funds;; assist in CAP-SP work coordination; drafts memos, letters and other correspondences; and performs other functions and duties as may be assigned in connection with the Project.

Position: Administrative Assistant I

Salary Grade: 7

Qualifications:

- Education: Bachelor of Science in Office Administration or any related field
- Training: At least four hours of relevant training in office application, layouting and office administration
- Experience: One year of relevant experience in computer application

Job summary:

He/she performs simple but responsible sub-professional work; he/she provides administrative support to the staff in various work, such as attend to the physical arrangements of CAP-SP events and other CAP-SP-related meetings; organize s files for easy retrieval; assists in CAP-SP work coordination and circulation of communication materials; drafts memos, letters and correspondences; and performs other functions and duties as may be assigned in connection with the Project.

Interested applicants may submit application letter and curriculum vitae with photo to:

**Director Victoria V. Quimbo
Development Information Staff
G/F NEDA sa Pasig Building
No. 12, St. Josemaria Escriva St., Ortigas Center
Pasig City
Email: vquimbo@neda.gov.ph**