



## NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

**POSITION: DIRECTOR III, Management Staff (MS)**

**SALARY GRADE/RATE : 27/ ₱340,080.00 p. a.**

### **JOB DESCRIPTION:**

Under the overall guidance of the Deputy Director-General and Director IV, oversees the operations of the three technical divisions and Administrative Support Group of MS; exercises supervision and control over a group of professionals responsible for:

- (a) conducting studies, formulating, monitoring, evaluating plans, policies/programs pertaining to governance matters;
- (b) providing technical assistance to NEDA units and government agencies on development and evaluation of programs and projects related to governance;
- (c) serving as corporate planning and internal management improvement unit;
- (d) coordinating the development of NEDA's strategic plan and annual operational plan;
- (e) conducting studies, surveys/reviews for the development of improved management systems, work methods and procedures; and
- (f) preparing accountability reports of NEDA for submission to Congress, DBM and OP.

### **MINIMUM QUALIFICATIONS:**

- ✓ Bachelor's Degree in Public Administration/Management, Government Management, Development Studies, Development Administration, or other related fields;
- ✓ Three (3) years experience in the area of specialization; and
- ✓ With Career Service Executive Eligibility (CSEE) OR Career Executive Service Eligibility (CES).

Preference will be given to applicants with Master's Degree along the above areas.

Those who do not possess the above requirements need not apply.

Please send your Application Letter and Detailed Curriculum Vitae with Photo to:

**The Director**  
Administrative Staff  
National Economic and Development Authority  
12 Saint Josemaria Escriva Drive  
Ortigas Center, Pasig City

**e-mail: [lfquitoriano@neda.gov.ph](mailto:lfquitoriano@neda.gov.ph)**

Deadline for submission of application is on **April 30, 2009.**

**VACANCY ANNOUNCEMENT**