

Vacancy Announcement

National Economic and Development Authority

Position: **Economic Development Specialist II** (Secretariat)

Monthly Compensation: **PhP 17,059 (SG 16, job order for 6 months)**

A. Duties and Responsibilities

1. Provides secretariat support to meetings of the NEDA Board-National Land Use Committee (NB-NLUC) and its Technical Board (TB).
2. Organizes meetings/workshops/consultants, including drafting of memoranda/letters/invitations, confirmation of attendees, compilation of agenda folders as well as undertakes logistical arrangements.
3. Documents the discussions made during meetings and prepares the corresponding reports including action memoranda for the NB-NLUC member-agencies, other government agencies and local government units.
4. Attends and provides technical support to the Chairman of NB-NLUC and its TB in meetings and activities of other inter-agency committees involved in land use and physical planning.

B. Deliverables (Outputs)

1. Transcript and highlights of NB-NLUC and TB meetings
2. Status report on NB-NLUC directives
3. Reports/action memoranda on NB-NLUC policies and other related communications
4. Assistance in the preparation of Manual of Operations

Qualification Requirements:

- Educational attainment: Bachelor's degree relevant to the job
- Training: 1 year of relevant experience
- Experience: 4 hours of relevant training
- Eligibility: Career Service Professional/Second Level Eligibility



Please send letter of application and resume to:

Director Susan Rachel G. Jose

NEDA-Regional Development Coordination Staff

7/F NEDA sa Pasig, 12 St. Escriva Drive, Ortigas Center, Pasig City 1605

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Deadline of Submission:
20 APRIL 2009 (FRIDAY)