



NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

POSITION: DIRECTOR III, Development Information Staff (DIS)

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 of DIS; exercises supervision and control over a group of professionals responsible for:

- developing an effective NEDA communication and advocacy program and coordinating with other NEDA staffs on the program for the government's social and economic development plan, programs and policies;
- producing and implementing a client-oriented publications distribution program for NEDA publications and other information materials and providing editorial, audio-visual and other creative services in line with its communication and advocacy program;
- coordinating an effective media relations program, including the conduct of press briefings/conferences and media interviews with NEDA officials;
- maintaining the NEDA Knowledge Center and undertaking the acquisition, cataloguing, maintenance, safekeeping of online databases and of Knowledge Center materials needed by NEDA staffs;
- providing circulation, reference and interlibrary services to NEDA personnel and outsiders doing research, and
- managing events and other special occasions related to promotion and marketing of NEDA communication program.

MINIMUM QUALIFICATIONS:

- ✓ Bachelor's Degree;
- ✓ 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 Bachelor's or Master's Degree in Journalism, Mass Communication, Communication Arts, Economics, Development Communications, or other related fields; and with at least three (3) years supervisory/managerial experience.

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

Deadline for submission of application is on **May 4, 2009.**

VACANCY ANNOUNCEMENT