

## **JOB ANNOUNCEMENT**

**Position:** Sr. Economic Development Specialist

**Item No.:** ODGB-SREDS-153-1998

**Salary Grade/Rate:** 19/ P193,116.00 p.a

**Status of Employment:** Permanent

**Location:** Public Relations Division (PRD)

### **Job Description:**

- He/she develops media relations strategies that are consistent with the PRD goals and plans and assists in drafting the NEDA media plans;
- He/she develops and maintains effective relationships with media contacts (local and national print, broadcast and new media);
- He /she assists in identifying and packaging stories and information to gain positive media coverages about NEDA;
- He/she responds to media requests for socioeconomic data and information;
- He/she facilitates media interviews of NEDA officials;
- He/she writes/drafts news releases, articles, Q & As, key messages, media advisories and other communication materials;
- He/she monitors news and issues concerning NEDA and the Philippine economy, alerts management of controversial issues monitored and disseminates news summary to the NEDA employees;
- He/she provides technical inputs to the impact analysis of PRD work.

### **Minimum Qualifications:**

Education: Bachelor's degree relevant to the job

Training: 8 hours of relevant training

Experience: 2 years of relevant experience

Eligibility: Career Service Professional, Second Level Eligibility

Preference will be given to applicants with Bachelor's Degree in Public Relations, Journalism; Communications or Economics; at least 16 hours of training in Public Relations or Communications and at least 8 hours of training in Economics; at least 3 years of experience in the field of public relations, journalism or communications and at least 2 years of experience in handling media/media relations.

Please submit your application letter including your curriculum vitae with photo to:

Director Victoria V. Quimbo  
Development Information Staff  
G/F NEDA sa Pasig, # 12 St. Escrivá Drive, Pasig City  
Email: vvquimbo@neda.gov.ph