



TRADE RELATED TECHNICAL ASSISTANCE PROJECT 2

A Project Funded by the European Union

12 Saint Escriva Drive, Ortigas Center, Pasig City 1605 PHILIPPINES • 632 631 2193 (TELEFAX)

ANNOUNCEMENT OF VACANCIES Contract of Service

INFORMATION, COMMUNICATIONS, AND EVENTS (ICE) ASSOCIATE

Duty Station: NEDA sa Pasig, Ortigas Center, Pasig City

Duration of Assignment: 3 months probationary (with a possibility of extension)

Job Objective

The ICE Associate shall provide backstopping support in the implementation, management, and monitoring of the TRTA2 communication and visibility actions.

Job Description

- A. Print
 1. Copy composition of collaterals materials or communication products as well as evaluation of proofs submitted by service providers.
 2. Assist in the preparation of drafts such as press releases and similar materials for general readership.
- B. Broadcast
 1. Assist in the development of vid-line and as well as the application of sfx/gfx as appropriately needed.
 2. Assist in the finalisation of the a/v production.
- C. Operations
 1. Assist in the conduct of press coverages, press and story conferences, and other interactive sessions.
 2. Assist in the preparation of required project-related reports of communications and visibility for external actions.
 3. Develop stock library.
 4. Monitor and annotate news and broadcast coverages related or relevant to TRTA 2.
 5. Assist in the conduct of communication-related studies or surveys.
- D. Web Administration
 1. Provide initial designs of the content pages.
 2. Undertake portal editing and updating.
- E. Events
 1. Assist in the development of conceptual designs and materials for exhibits, expositions, or other experiential modules.
 2. Assist in the setting up, manning, closing of the events and other communications and visibility activities.

Job Qualification

- Professional qualifications/competencies
 - Graduate of a communication course, or if not, its equivalent, i.e., graduate of a non-communication baccalaureate course with three-year relevant field and/or industry experiences in communication campaigns.
 - Able to work with minimum supervision.
- Fully proficient in the use of computers and other information technology equipment and use of relevant software such as but not limited to Adobe programmes or the equivalent of Dreamweaver, Corel Draw, ULead Studio9, Pinnacle, and basic office software e.g., Word, Excel, and PowerPoint.
- Teamwork: good interpersonal skills and ability to maintain working relation in multidisciplinary and multinational working environment.
- Relevant experience in doing field work including outside of Metro Manila.
- Relevant experience in an EU project and familiarity with the EU visibility guidelines is an advantage.
- Fluent in English and Filipino; knowledge of other dialects is an advantage.

PROJECT ADMINISTRATIVE ASSISTANT

STATION: NEDA sa Pasig, Ortigas Center, Pasig City

Duration of Assignment: 3 months probationary (with a possibility of extension)

Job Objective

The Project Administrative Assistant will be responsible for providing administrative staff support in general project implementation and management and day-to-day liaison with the beneficiary/implementing agencies.

The Project Administrative Assistant will carry out these functions under the direct supervision of the Imprest Administrator.

Job Description

1. Provide comprehensive secretariat and administrative staff support to the project, including drafting correspondence, taking of minutes, arranging for the processing of training/seminar/workshop requirements including making travel arrangements for said activities and related tasks.
2. Receive the approved training, workshop or seminar design from the TRTA2 Imprest Administrator and coordinate with the Implementing Agency Focal person regarding logistical requirements of the activity.
3. Prepare Purchase Requisition for all the training, workshop or seminar requirements of the components for the approval of the Imprest Administrator.
4. Facilitate the reproduction and delivery of the complete training, workshop or seminar materials to the Implementing Agency Focal Person.
5. Prepare day-to-day project correspondence as necessary and ensure that appropriate follow-up actions are taken.
6. Assist in preparing project reports, and update project files.
7. Prepare minutes of project meetings.
8. Perform logistic support activities including canvassing and procurement of training, workshop or seminar and project office supplies and materials.
9. Liaise with project counterparts on day-to-day implementation of project activities.
10. Perform other duties as determined by the Imprest Administrator.

Job Qualification

- University degree in business administration preferably accounting major.
- 21 to 28 yrs. old
- At least 1 year of administrative assistant experience in an EU-funded project an advantage but not required. Fresh graduates may be considered.
- Fluency in written and spoken English
- Computer literacy (Microsoft Office, Lotus Notes, and Internet) is essential.

PROJECT DRIVER

Duty Station: NEDA sa Pasig, Ortigas Center, Pasig City

Duration of Assignment: 3 months probationary (with a possibility of extension)

Job Objective

The Project Driver will be responsible for providing efficient and effective transport support to the project.

Job Description

1. Provide transport services to the Imprest Administrator and project staff on official business based on approved schedules.
2. Make sure that passengers reach their destination on time.
3. Ensure regular maintenance, tune-up, change oil and repair of the vehicle and monitor mileage and fuel usage; arrange and monitor regular vehicle repair/maintenance jobs and prepare related report.
4. Extend support services during official functions like meetings, workshops, etc.
5. Assist in the reproduction of materials and documents.
6. Ensure renewal of vehicle registration.
7. Perform courier services, deliver or pick up project documents/materials.
8. Perform other related functions as may be assigned from time to time by the Imprest Administrator.

Job Qualification

- Holder of professional driver's license
- At least 3rd year college
- Able to write and speak English
- Familiar with major routes in Metro Manila
- Must have no traffic violation for the past year
- Can assess and do minor repairs, preferably have some training and/or experience in repair of vehicles
- Can operate basic office equipment such as telephone, fax, photocopier and binding equipment.

APPLICATION REQUIREMENTS

1. Letter of application addressed to:

THE IMPREST ADMINISTRATOR
Trade Related Technical Assistance Project 2
5/F NEDA sa Pasig
12 St. Escriva Drive, Ortigas Center, Pasig City

2. Comprehensive curriculum vitae (CV) with three professional references.
3. NBI clearance and photocopy of professional driver's license (for the post of driver)
4. Closing date of application is on 30 April 2009/ 5:00 p.m.

TRTA 2 is an equal-opportunity employer. Only short listed applicants will be notified on the status of their applications. Prospective applicants not meeting any of the minimum qualifications and competency need not apply.