

SENIOR VOLUNTEER SERVICE OFFICER

REGION: NCR; AGENCY: Philippine National Volunteer Service Coordinating Agency
PLACE OF ASSIGNMENT: Ground Floor Sugar Center Building, North Avenue,
Diliman, Quezon City

Policy, Advocacy and Technical Services Division (PATSD)

POSITION TITLE: ONE (1) SENIOR VOLUNTEER SERVICE OFFICER; SG-18
ITEM NO. PNVSCAB-SRVSO-1-1998

Basic Qualification Standards (CSC Prescribed):

Education : Bachelor's Degree
Work Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : Career Service (Professional) Second Level Eligibility

Preferred Qualifications:

Education : Bachelor's degree in social sciences, mass communication,
development management.
Experience : Experience in policy development, research, public relations,
and advocacy.

Duties and Responsibilities:

1. Prepares and/or reviews,
 - a. Proposals/concept papers
 - b. Activity documentation
 - c. Technical reports
 - d. Discussion papers
 - e. Presentation materials;
2. Conducts and/or coordinate activities (*including site visits, forums/conferences, special events & other activities*) related to the functions of the division and/or unit;
3. Facilitates inter-agency small group meetings/discussions;
4. Coordinates and networks with partner organizations;
5. Provide mentoring support to work colleagues; and
6. Performs other related duties as may be assigned.

Deadline for submission of application: 04 December 2017

Please address application to:

*Executive Director Joselito C. de Vera
Philippine National Volunteer Service Coordinating Agency
G/F Sugar Center Building
North Avenue, Diliman, Q.C.*

Contact us at Telephone Nos. (02) 454-8797; (02) 927-6847

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