



Republic of the Philippines
National Economic and Development Authority

Philippine National Volunteer Service Coordinating Agency

The **Philippine National Volunteer Service Coordinating Agency (PNVSCA)** is looking for **Volunteerism for Development Communication and Advocacy Program (V4DCAP) Officer** who can start **ASAP**.

Duties and Responsibilities:

- Facilitate the assessment and enhancement of the Communication and Advocacy Plan (CAP)
- Manage the advocacy forums and events identified in the V4DCAP which include:
 - o Preparation of program and activity designs.
 - o Preparation and packaging of presentation materials, activity hand-outs, media releases, forum kits, correspondence and related IEC materials.
 - o Coordinate the conduct of the forums and events to be held in Manila and the regions which include invitations, events management, delivery of presentation and workshop facilitation (online or face-to-face when feasible) and other related tasks.
 - o Documentation and preparation of activity report.
 - o Handle related administrative tasks.
 - o Prepare articles and reports on volunteer events/activities
 - Handle the coordination work for the V4DCAP publication which include concept development, coordination with writers and resource persons, project visits and interviews if necessary, assistance in editing and layout, coordination of printing, and other related tasks.
 - Organize an efficient filing and archiving system for the V4DCAP.
 - Assist in other activities as may be assigned by the Head of Division.

Competencies:

- Behavioral
 - Ability to work with minimal supervision and provide appropriate recommendations on concerns relative to the job
 - Can handle multi-task assignments and manage urgent work deadlines
 - High level of initiative, creativity and leadership

G/F, Sugar Center Building, North Avenue, Diliman, Quezon City, Philippines
Tel. Nos. +63(02) 3 454-8797 , +63(02) 8 927-6847 • TeleFax No. +63(02) 8 247-7934

Email: info@pnvsca.gov.ph • Website: <http://www.pnvsca.gov.ph>

FACEBOOK: <https://www.facebook.com/PNVSCA>

LINKEDIN: <https://www.linkedin.com/company/philippine-national-volunteer-service-coordinating-agency>

- Organized, efficient and meticulous
- Excellent public relations skills
- Technical
- Fluent in oral and written English language
- Good research, writing and editing abilities
- Good oral presentation and facilitation skills
- Proven ability in coordination, management and documentation of meetings and events
- Computer literate in MS Office, knowledge of layout and publication software an advantage

Qualifications:

- Academic degree in the field of communication (AB English, Journalism, Communication Arts)
- Training and experience in the required competencies, either in government, private sector or international organization
- Experience in volunteering or working with a volunteer organization an advantage

Duration of contract:

6 months Contract of Service (may be renewed for another 6 months)

Compensation Package:

This is a job order contract at a daily rate of P1,596.93 per day, subject to tax. There will be no other entitlement provided to the personnel.

Required Documents:

1. Application letter indicating the position being applied for;
2. Resume or Fully accomplished Personal Data Sheet (PDS) with recent ID picture (CS from No. 212, Revised 2017) and Work Experience Sheet (WES) which can be downloaded at www.csc.gov.ph;
3. Performance rating in the last rating period (if applicable);
4. Certificate of civil service eligibility;
5. Diploma and Transcript of Records; and

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6. Other relevant documents (Certificate of Training/Seminar/Commendation/Recognition) - if applicable

QUALIFIED APPLICANTS are advised to send the requirements to the address below not later than 21 January 2022.

DONALD JAMES D. GAWE
Executive Director III
Philippine National Volunteer Service Coordinating Agency
G/F Sugar Center Building, North Avenue, Diliman, Quezon City
personnel@pnvsca.gov.ph

Note: Applications with incomplete supporting documents will not be processed and only shortlisted applicants will be notified.

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