

PUBLICATION OF VACANY FOR CONTRACT OF SERVICE

POSITION TITLE	COMMUNICATION DEVELOPMENT OFFICER I	DUTIES & RESPONSIBILITIES
PLACE OF ASSIGNMENT	Office of the Executive Director	Develop/ writes concept papers and project proposals; Prepares accomplishment and technical assistance; Assist in policy and planning development projects doing research, works, analysis, and prepare proposals/ approaches/ impact assessment/ implementation plans; Design/ prepares visual presentation for inter-office and inter-agency activities; Coordinates the implementation of activities (organization of resources, monitoring and evaluation); Prepares Reports (gather data, draft reports, finalize reports); Plans and design branding package for quarterly consultative meetings, annual planning, performance assessment conference, trainings, workshop, conferences and other activities (i.e., banners, backdrops, visual presentation templates, customized notebooks and other necessary materials; Prepare press releases, post activity reports, and other reports that may be required; Conduct researches (gather, organize, analyze data, etc.); Provides technical and secretariat support and assist in the preparation of minutes of the regular meetings (ExeCom, ManCom, and the MIB) as needed; Brief the executive director for his/her daily schedule and appointments; Review and scrutinize all communications received prior to the approval and signature of the Executive Director; and Perform other task including technical duties as assigned by the Immediate Supervisor.
MONTHLY SALARY	22,829.40	
EDUCATION	Bachelor's degree relevant to the job	
EXPERIENCE	None required	
TRAINING	None required	
ELIGIBILITY	Professional or Sub-Professional CSC Eligibility (Preferably but not required)	

1. Letter of Intent / Application Letter
 2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
 3. Photocopy of certificate of eligibility/rating/license **(Preferably but not required)**
 4. Photocopy of Diploma and Transcript of Records. (if any)
- Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to cospersonnel.nmis@gmail.com not later than **November 3, 2024**.