



**HIRING OF ONE (1) K to 12 DOLE-AMP PROJECT-BASED TECHNICAL AND ADMIN STAFF  
FY 2018**


Agency : DOLE-CARAGA XIII  
Address : Nimfa Tiu Bldg. III, J. P. Rosales Avenue, Butuan City

Title of Position	Item No.	Salary	Duration	Education	Skills and Experience	Competencies
One (1) K to 12 DOLE-Adjustment Measures Program Project-Based Technical and Admin Staff	N/A	P22,789.70 /month	5 Months (August to December 2018)	Graduate of any course; preferably manage ment or communica tion	<ul style="list-style-type: none"> <li>• With 1 year experience in a comparable position preferably with experience in a program management team in government, government-related projects, or non-profit organization is an advantage</li> <li>• With project/program and time management skills, and proven ability to work within timelines</li> <li>• Demonstrate capacity to undertake assigned responsibilities and work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to assist the team to produce requested deliverables</li> <li>• Seek and apply knowledge, information and best practices relative to the program</li> <li>• Approach work with zeal, creativity, and a positive, constructive attitude</li> <li>• Pro-activeness and application of experience in the day-to-day work</li> <li>• Demonstrate openness to change and ability to manage complexities</li> <li>• Ability to work comfortably with people of diverse interests and backgrounds (mostly with government employees, employer and labor groups, and persons from the education sector)</li> <li>• Excellent written and verbal communication skills and presentation skills in Filipino and English</li> <li>• Willingness to fully contribute to a team-oriented, fast-paced organization</li> </ul>

Prepared by:

  
**BLESIE BETSY B. SUAREZ**  
HRMO-Designate

Noted by:

  
RAYMOND FEL F. SAJOR  
Chief, IMSD 7/24/18

Approved by:

  
**CHONA M. MANTILLA, CESO III**  
Regional Director