

PROGRAM DEVELOPMENT OFFICER IV (PMO - Central Office)

under Contract of Service (COS)*

EDUCATIONAL REQUIREMENT	JOB QUALIFICATIONS	REQUESTING UNIT	ESTIMATED SALARY	NO. OF YEARS IN SERVICE
Bachelor's degree relevant to the job	<p>General Function: Coordinates directly with implementing agencies and partners, handles project documentation and monitoring.</p> <p>Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Coordinate directly with implementing agencies in all activities of project cycle (pre-implementation, implementation, post-implementation); 2. In all phases of the project cycle, prepares all documentation required on the side of PCA, including all accountability requirements, of all assigned projects; 3. Submits regular implementation reports which should include target accomplishments and resource balances; 4. Prepares position papers on issues affecting the implementation of projects; 5. Monitors project implementation for compliance to laws, rules, and regulations; 6. Performs other related functions as may be assigned by the immediate supervisor. 	<p>The Program Management Office (PMO) will report directly to the Administrator, coordinate with the PCA Governing Board, the PCA Deputy Administrators, the PCA Regional Managers, the Trust Fund Committee, the Trust Fund Manager and the 15 partner agencies as identified in the said act. It will handle the over-all coordination of the programs approved for implementation under the Coconut Farmers and Industry Development Plan, coordinate the documentation and reporting of outcomes to the PCA Governing Board, manage the accountability requirements with the implementing agencies and generally ensure compliance with RA 11524.</p>	<p align="center">SG 22 PHP 67,525.00</p>	<p>2 years of relevant experience</p>

INSTRUCTION ON HOW TO APPLY :

Those interested may send their applications with Resume to **Human Resources Division at hrd@pca.gov.ph**

DEADLINE OF APPLICATION:

25-Apr-22

**No employee-employer relationship*