

DEPARTMENT MANAGER II (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: Plans, organizes, leads, controls and supervises the functions of and personnel of the Department, generally coordinates, monitors, evaluates project implementation and ensures all stakeholders provided appropriate and updated information.</p> <p>Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Exercises general direction and supervision of the various functions of the Department and its personnel including the Health Services Division; 2. Coordinates with the PCA Board, PCA Management, the Trust Fund Committee, the Trust Fund Manager, partner/implementing agencies, and beneficiaries, monitors and documents the planning and implementation of programs under the Development Plan, reports outcomes and ensures compliance with accountability requirements of the programs and projects; 3. Submits project evaluation reports of implementation and target achievement, including ultimate beneficiary quality of life outcomes; 4. Ensure accuracy of all reports prior to submission to PCA approving authorities; 5. Recommend systems, policies or actions to streamline, improve, make more transparent or remediate any weaknesses in project implementation, as necessary; 6. Reviews and endorses terminal and liquidation reports of implementing agencies; 7. Share collected data to relevant PCA units; 8. Reviews and approves the Department's budget for final approval by the PCA approving authorities; 9. 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>	SG 25 PHP 95,083.00	3-5 years of relevant experience

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*