

DIVISION CHIEF III (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: Hands-on principal contributor in the development and implementation/delivery of health and safety programs for PCA employees and farmers, with specific additional emphasis on information management solutions and strategic project management & implementation.</p> <p>Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Exercises general direction and supervision of the various functions and personnel of the Division; 2. Formulates, proposes, implements, monitors, and evaluates all plans and activities under the Health and Medical Services programs in the Development Plan that will benefit coconut farmers and their families; 3. Coordinates with external partners, providers and the coconut farmers and their families; 4. Proposes the Division's budget; 5. 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 24 PHP 83,406.00</p>	<p align="center">3-5 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*