

PROJECT DEVELOPMENT OFFICER 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: Assists the Division Chief III in formulating strategies/plans on health and wellness in relation to the Coco Levy Fund.</p> <p>Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Conducts research on the demographics, health services needs of the Division's beneficiaries; 2. Packages health services project proposals for approval; 3. Acts as overall coordinator and monitors all Administrative Officer III who are assigned to the Regional Offices; 4. Assists the Division Chief in coordinating with external partners, providers, and the coconut farmers and their families; 5. Performs other related functions as may be assigned by the Division Chief. 	<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 18 PHP 43,798.00</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