

1. Vice President

Education: Master's Degree

Experience: Five (5) years of supervisory experience

Training: 120 hours of managerial training

Eligibility: Appropriate eligibility for second level positions

2. Fellow III

Education: Master's Degree

Experience: Five (5) years of supervisory experience

Training: 120 hours of managerial training

Eligibility: Appropriate eligibility for second level positions

3. Fellow II

Education: Master's Degree

Experience: Five (5) years of supervisory experience

Training: 120 hours of managerial training

Eligibility: Appropriate eligibility for second level positions

4. Fellow I

Education: Master's Degree

Experience: Five (5) years of supervisory experience

Training: 120 hours of managerial training

Eligibility: Appropriate eligibility for second level positions

5. Civil Engineer

Education: Bachelor's degree in Civil Engineering graduate;

Experience: Relevant experience in physical building and ground maintenance/inspection/monitoring, space planning and space inventory; supervising infra and/or civil engineering-related work(s); and Engineering Records Management.

Training: None required

Eligibility: License Civil Engineer (RA 1080);

Willing to work beyond regular office hours; willing to travel outside Metro Manila.

6. Engineer III (Date Posted: 27 July 2015)

Education: Bachelor's Degree in Engineering relevant to the job;

Experience: At least two (2) years of relevant experience

Training: Eight (8) hours of relevant training

Eligibility: Career Service (Professional); R.A. 1080

7. Cook/Assistant Cook

Education: High School Graduate

Eligibility: None required

Experience & Training: Relevant training and/or experience as Cook, Chef, Assistant Cook;

Terms of reference: Preparation and cooking of meats, soup, sauces, fruits, desserts, vegetables and other food(s); baking of bread, cookies and pastries; stores food supply for subsequent use; observes and tests food being cooked by tasting, smelling, and piercing with fork to determine that it is cooked; receives and executes planned menus from kitchen supervisors; assists in the supervision of kitchen helpers.

8. Public Relations Staff / Officer

Education: Bachelor's degree in Journalism, Mass Communications, Development Communications or related fields;

Experience: Relevant experience in public or media relations, desktop publishing, and layouting;

Training: None required

Eligibility: Career Service (Professional) Second Level

Terms of reference: publish and disseminate "Developments" (external corporate newsletter); prepare press releases and announcements; manage and update the "News and Event" section of the DAP corporate website; manage DAP's official Facebook account; prepare and ensure placement of institutional advertisements (including sponsorships); photo coverage and/or documentation of institutional events; serve as production staff of the DAP corporate AVP.

9. Communication Staff / Officer

Education: Master's degree or Bachelor's degree in Development Communications, Communication Research, Mass Communications or related fields;

Experience: At least 3 years' experience in communications work supporting advocacy positions and lobbying government officials; or experience in communications work of private organizations such as Marketing, Public Relations or Media Firms (can be combined experience);

Training: 8 hours of relevant training

Eligibility: Career Service (Professional) Second Level

Excellent verbal and written communication skills (writing and editing skills);

Creativity in developing story lines; ability to translate government policies to easily understood messages that reach a wide audience;

Strong organizational skills and attention to details;

Good presentation skills;

Competency in office software and social networking;

Experience working with government, civil society organizations and NGOs.

10. Sales Representatives

Education: Bachelor's degree in Business Administration, Marketing, Hotel & Restaurant Management or other business-related courses

Experience: At least one (1) year relevant experience in sales, marketing or accounts management

Training: 4 hours of relevant training

Eligibility: Career Service (Subprofessional) First Level

Excellent verbal and written communication skills and interpersonal skills.

11. Executive Assistants / Center Secretary / Administrative Coordinator

Education: Bachelor's Degree relevant to the job

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Professional) Second Level

Terms of reference: Provide secretarial/administrative support to the Center Head/ Managing Director; assist in the preparation, consolidation and packaging of the Center Annual Operations Plan, and Mid-Year and Annual Accomplishment Report; coordinate and liaise with concerned offices/centers/groups, required assistance, support and/or participation to implement certain institutional work and/or activities; organize and maintain all controlled documents and records of the Center; prepare notices, agenda and minutes of meetings; follow-up and monitor status of actions on agreements reached during regular staff meetings, and report these to the Center Head; provide administrative support/assistance to specific projects implemented by offices under the Center, when necessary.

12. Nutritionist - Dietitian / Food Service Supervisor

Education: Bachelor's Degree major in Nutrition, Dietetics or Community Nutrition

Experience: At least 2 years of relevant experience

Training: At least eight (8) hours of relevant training

Eligibility: Licensed Nutritionist-Dietitian (RA 1080)

Terms of reference: preparation of 14 days Cycle Menu from breakfast to dinner consider essentials of menu planning; supervise food preparation and production implementing basic food safety, hygiene and sanitation; conduct kitchen test with production staff considering costing, yield and standardization; supervise receiving of perishable deliveries focusing in food specifications and quality attributes; conduct food tasting prior to food service delivery; perform client relations functions, if needed.

13. Motorpool Supervisor / Dispatcher

Education: Completion of two years studies in college

Experience: At least three (3) years of relevant experience;

Training: At least four (4) hours of relevant experience;

Eligibility: Career Service (Subprofessional) First Level

Computer literate and can work using computerized motor pool information system;

Preferably with knowledge in general maintenance of light to heavy parts of vehicles;

Organized and flexible; willing to work long hours, beyond regular office hours;

At least 30 years old but not older than 35 years old.

14. Project Officers

Education: Master's degree or Bachelor's degree with MA units in Public Administration, Political Science, Development Studies, Public Management, Urban & Regional Planning, Environmental Science, Industrial Engineering, Human Resource Management, Social/Behavioral Science, Industrial/Organizational Psychology, Management, Information Technology;

Experience: At least three (3) years experience in project management

Training: 16 hours of relevant training

Eligibility: Career Service (Professional) Second Level

Applied knowledge in technology development, interdisciplinary program, program management, teaching/mentoring, independent consulting and application of specialized expertise, technology adaptation skills; project management related to Agriculture, Health-related projects

Experience working with government, civil society organizations and NGOs;

Willing to travel outside Metro Manila and/or to be assigned in Davao City (Mindanao region).

15. Associate Project Officers

Education: Bachelor's degree in Public Administration, Political Science, Development Studies, Public Management, Urban & Regional Planning, Environmental Science, Industrial Engineering, Human Resource Management, Social/Behavioral Science, Industrial/Organizational Psychology, Management, Information Technology, preferably with Master's degree or units earned

Experience: At least one (1) year of relevant experience specific to DAP's areas of concern within which one (1) year was in a technical capacity; ability to integrate ideas in a specific framework for a concept paper and the ability to apply basic management principles and techniques; with client/ intra-agency coordinating skills with conceptualization skills; designing and developing project modules; ability to coordinate work groups in Projects and Schools settings;

Training : 8 hours of relevant training

Eligibility : Career Service (Professional) Second Level

With knowledge of ISO 2008-9001 (for ISO related projects);

Actual project management and implementation related to Agriculture and Health related projects;

Has good verbal and written communication skills;

Experience working with government, civil society organizations and NGOs;

Willing to travel outside Metro Manila and/or to be assigned in Davao City (Mindanao region).

16. Project Assistants

Education: Bachelor's degree in Public Administration, Public Management, Industrial Engineering, Economics, or other Social Science courses

Experience: At least one (1) year work experience as administrative and/or technical assistant, training assistant or any other project management related environment

Training: 4 to 8 hours of relevant training

Eligibility: Career Service (Professional) Second Level

Analytical, has good verbal and written communication skills and good interpersonal skills; and, Experience working with government, civil society organizations and NGOs.

17. Division Chief

Education: Master's degree

Experience: Five (5) years of supervisory experience

Training: 120 hours of managerial training

Eligibility: Appropriate eligibility for second level positions

18. Administrative Officer V

Education: Master's degree

Experience: Five (5) years of supervisory experience

Training: 120 hours of managerial training

Eligibility: Appropriate eligibility for second level positions

19. Executive Assistant II

Education: Bachelor's degree

Experience: One (1) year of relevant experience

Training: Four (4) hours of relevant training

Eligibility: Career Service Second Level Eligibility (Professional)

20. Project Officer II

Education: Bachelor's degree

Experience: Three (3) years of relevant experience

Training: Sixteen (16) hours of relevant training

Eligibility: Career Service Second Level Eligibility (Professional)

21. Administrative Officer II

Education: Bachelor's degree

Experience: One (1) year of relevant experience

Training: Four (4) hours of relevant training

Eligibility: Career Service Second Level Eligibility (Professional)

22. Sales and Promotions Supervisor III (Date Posted: 20 October 2015)

Education: Bachelor's degree

Experience: Two (2) years of relevant experience

Training: Eight (8) hours of relevant training

Eligibility: Career Service Second Level Eligibility (Professional)

23. Supply Officer III (Date Posted: 20 October 2015)

Education: Bachelor's degree

Experience: Two (2) years of relevant experience

Training: Eight (8) hours of relevant training

Eligibility: Career Service Second Level Eligibility (Professional)

24. Project Officer I (Date Posted: 20 October 2015)

Education: Bachelor's degree

Experience: Three (3) years of relevant experience

Training: Sixteen (16) hours of relevant training

Eligibility: Career Service Second Level Eligibility (Professional)

25. Fellow I (Date Posted: 20 October 2015)

Education: Master's degree

Experience: Five (5) years of supervisory experience

Training: One Hundred Twenty (120) hours of managerial training

Eligibility: Career Service Second Level Eligibility (Professional)

26. Nurse II

Education: Bachelor of Science in Nursing

Experience: One (1) of relevant experience

Training: Four (4) hours of relevant training

Eligibility: R.A. 1080 (Bar or Board exam passer)

27. Labor Foreman

Education: High School Graduate

Experience: None Required

Training: None Required

Eligibility: None Required

28. Project Officer I

Education: Bachelor's degree relevant to the job.

Eligibility: Career Service (Professional) Second Level Eligibility

Experience: Three (3) years of relevant experience

Training: Sixteen (16) hours of relevant training

29. Project Officer IV

Education: Bachelor's degree relevant to the job.

Eligibility: Career Service (Professional) Second Level Eligibility

Experience: Three (3) years of relevant experience

Training: Sixteen (16) hours of relevant training

Please submit on-line your application letters and comprehensive resume with 2x2 picture to:

MS. MA. FELISA F. MAGUD

Managing Director, HRMDD

Development Academy of the Philippines (DAP)

3rd floor, DAP Bldg.,

San Miguel Avenue, Pasig City 1600

or at these email addresses:

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