

**TOURISM PROMOTIONS BOARD**  
**VACANT POSITIONS**  
*as of 06 September 2023*

**OFFICE OF THE CORPORATE BOARD SECRETARY**

**Item no. 2 - Agenda/Minutes Officer I SG-11 / JG-8**

Education: Bachelor's degree

Experience: None required

Training: None required

Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Functional Competencies:**  
Attention to Details, Corporate Planning and Governance, Effective Communication, Information and Knowledge Management, Legal Proficiency, Planning, Management, and Evaluation, Risk Analysis and Remedies

Eligibility: Career Service (Professional)  
Second Level Eligibility

**INTERNAL AUDIT OFFICE**

**Item no. 6 - Internal Auditor II SG-15 / JG-10**

Education: Bachelor's degree relevant to the job

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Functional Competencies:**  
Analytical Thinking Skills, Attention to Details, Conducting Audit Engagement, Corporate Planning and Governance, Effective Communication, Information and Knowledge Management, Risk Analysis and Remedies

Eligibility: Career Service (Professional)  
Second Level Eligibility

## OFFICE OF THE DEPUTY COO FOR MARKETING AND PROMOTIONS

### M.I.C.E DEPARTMENT

#### EVENTS MARKETING AND SERVICES DIVISION

##### Item no. 49 - Project Development Officer III SG-18 / JG-11

Education: Bachelor's degree relevant to the job

Experience: 2 years of relevant experience

Training: 8 hours of relevant training

Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**  
Building Collaborative and Inclusive Networks, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Functional Competencies:**  
Effective Communication, Marketing Proficiency, Project Management, Execution, and Monitoring, and Project Planning and Evaluation

Eligibility: Career Service (Professional)  
Second Level Eligibility

#### INTERNATIONAL PROMOTIONS DEPARTMENT

##### NORTH ASIA DIVISION

##### Item no. 55 - Market Specialist V SG-24 / JG-12

Education: Master's Degree or Certificate in Leadership and Management from the CSC

Experience: 4 years of supervisory/management experience

Training: 40 hours of supervisory/management learning and development intervention

Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**  
Building Collaborative and Inclusive Networks, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Functional Competencies:**  
Corporate Planning and Governance and Marketing Proficiency

Eligibility: Career Service (Professional)  
Second Level Eligibility

## DOMESTIC PROMOTIONS DEPARTMENT

### SALES DIVISION

#### Item no. 98 - Market Specialist II SG-15 / JG-10

Education: Bachelor's degree  
Experience: 1 year of relevant experience  
Training: 4 hours of relevant training  
Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Functional Competencies:**  
Attention to Details, Corporate Planning and Governance, Effective Communication, Information and Knowledge Management, Marketing Proficiency, Project Management, Execution and Monitoring, Project Planning and Evaluation

Eligibility: Career Service (Professional)  
Second Level Eligibility

## MARKETING COMMUNICATIONS DEPARTMENT

### MEDIA RELATIONS AND COMMUNICATIONS DIVISION

#### Item no. 125 – Photographer III SG-10 / JG-7

Education: High School Graduate or Completion of relevant vocational/trade course  
Experience: 2 years of relevant experience  
Training: 8 hours of relevant training  
Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Functional Competencies:**  
Attention to Details, Content Publishing, Corporate Planning and Governance, Effective Communication, Information and Knowledge Management, Marketing Proficiency, Media Relations

Eligibility: Photographer (MC 11, s. 96 - Cat. II)

## OFFICE OF THE DEPUTY COO FOR CORPORATE AFFAIRS

### FINANCE DEPARTMENT

#### Item no. 131 – Department Manager III SG 26/JG 15

Education: Master's Degree or Certificate in Leadership and Management from the CSC  
Experience: 5 years of supervisory/management experience  
Training: 120 hours of supervisory/management learning and development intervention  
Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**  
Building Collaborative and Inclusive Networks, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Critically, and Creating and Nurturing a High Performing Organization
- **Functional Competencies:**  
Corporate Planning and Governance, and Managing Resources

Eligibility: Career Service (Professional)  
Second Level Eligibility

### BUDGET DIVISION

#### Item no. 133 - Budget Officer V SG-24 / JG-12

Education: Master's Degree or Certificate in Leadership and Management from the CSC  
Experience: 4 years of supervisory/management experience  
Training: 40 hours of supervisory/management learning and development intervention  
Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**  
Building Collaborative and Inclusive Networks, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Functional Competencies:**  
Corporate Planning and Governance, Planning, Management, and Evaluation

Eligibility: Career Service (Professional)  
Second Level Eligibility

## ADMINISTRATIVE DEPARTMENT

### PERSONNEL AND HUMAN RESOURCES DEVELOPMENT DIVISION

#### Item no. 146 - Human Resource Management Officer V SG-24 / JG-12

Education: Master's Degree or Certificate in Leadership and Management from the CSC

Experience: 4 years of supervisory/management experience

Training: 40 hours of supervisory/management learning and development intervention

Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**  
Building Collaborative and Inclusive Networks, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Functional Competencies:**  
Corporate Planning and Governance, Planning, Management, and Evaluation

Eligibility: Career Service (Professional)  
Second Level Eligibility

### PROCUREMENT AND GENERAL SERVICES DIVISION

#### Item no. 159 – Property Officer II SG-14 / JG-9

Education: Bachelor's Degree

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Functional Competencies:**  
Attention to Details, Effective Communication, Information and Knowledge Management, Managing Resources

Eligibility: Career Service (Professional)  
Second Level Eligibility

**\*\*\*Nothing follows\*\*\***

Interested applicants are requested to prepare the following documents **in PDF file format** prior to accomplishing the **[TPB Online Application Form](#)**\*,

- ✓ Letter of Intent
- ✓ [Personal Data Sheet](#)
- ✓ [Work Experience Sheet](#)
- ✓ [Data Privacy Statement and Confidentiality Undertaking](#)

- ✓ Diploma
- ✓ Transcript of Records
- ✓ Authenticated Copy of the Certification of CSC Eligibility or Bar/Board Eligibility (R.A. 1080)
- ✓ Copy of Certificate/s of Completion for Trainings Attended
- ✓ Copy of Office/ Special Orders (*if applicable, for validation of scope of duties and responsibilities*)
- ✓ Copy of Performance Rating for the last two (2) rating periods (*for validation of actual work performance*)

*\*Incomplete submission of the necessary information and required documents will constrain you from completing the online application form.*

Kindly submit your applications no later than **16 September 2023**.

*The TPB strictly adheres to the EEO policy and highly encourages all interested and qualified applicants including persons with disability, members of the Indigenous Communities, and those from any Sexual orientation and gender identities and expression (SOGIE). In keeping with this conviction, the TPB likewise adheres to the principles of merit, fitness, and equality in all its RSP processes.*