

TOURISM PROMOTIONS BOARD
VACANT POSITIONS
as of 10 January 2024

LEGAL DEPARTMENT

Item no. 13 - Attorney VI **SG-26 / JG-14**

Education: Bachelor of Laws

Experience: 4 years in the practice of law, 1 year of which involves supervision/ management

Training: 36 hours of MCLE and 16 hours of supervisory/ management training/ 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
- **Technical Competencies:**
Corporate Planning and Governance, Legal Proficiency

Eligibility: RA 1080 (Attorney)

CORPORATE PLANNING AND BUSINESS DEVELOPMENT DEPARTMENT

Item no. 17 - Department Manager III **SG-26 / JG-14**

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

Experience: 5 years of supervisory/management experience

Training: 120 hours of managerial training

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
- **Technical Competencies:**
Business Development, Corporate Planning and Governance

Eligibility: Career Service (Professional)
Second Level Eligibility

Item no. 18 - Planning Officer V**SG-24 / JG-12**

Education: Master's degree
Experience: 4 years in position/s involving management and supervision
Training: 24 hours of training in management and supervision
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
- **Technical Competencies:**
Corporate Planning and Governance, Information and Knowledge Management

Eligibility: Career Service (Professional)
Second Level Eligibility

MANAGEMENT INFORMATION SYSTEMS DEPARTMENT**Item no. 24 - Department Manager III****SG-26 / JG-14**

Education: Master's degree or Certificate in Leadership and Management from the CSC
Experience: 5 years of supervisory/management experience
Training: 120 hours of managerial training
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
- **Technical Competencies:**
Computer Proficiency, Corporate Planning and Governance

Eligibility: Career Service (Professional)
Second Level Eligibility

Item no. 27 - Information Systems Analyst III**SG-19 / 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

- **Technical Competencies:**
Attention to Details, Computer Proficiency, Data Management, Planning Management, and Evaluation

Eligibility: Career Service (Professional)
Second Level Eligibility

OFFICE OF THE DEPUTY COO FOR MARKETING AND PROMOTIONS

M.I.C.E DEPARTMENT

SALES AND ACCOUNTS MANAGEMENT DIVISION

Item no. 44 - Convention Services Officer III 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
- **Technical 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

INTERNATIONAL PROMOTIONS DEPARTMENT

THE AMERICAS DIVISION

Item no. 81 - 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
- **Technical Competencies:**
Corporate Planning and Governance, Marketing Proficiency

Eligibility: Career Service (Professional)
Second Level Eligibility

Item no. 87 - 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
- **Technical 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

DOMESTIC PROMOTIONS DEPARTMENT

INDUSTRY RELATIONS AND SERVICES DIVISION

Item no. 99 - Project Development Officer V SG-24 / JG-12

Education: Master's degree or Certificate in Leadership and Management from the CSC
Experience: 4 years in position/s involving management and supervision
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
- **Technical Competencies:**
Corporate Planning and Governance, Marketing Proficiency

Eligibility: Career Service (Professional)
Second Level Eligibility

OFFICE OF THE DEPUTY COO FOR CORPORATE AFFAIRS

FINANCE DEPARTMENT

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
- **Technical Competencies:**
Accounting Proficiency, Information and Knowledge Management, Managing Resources, Risk Analysis and Remedies

Eligibility: Career Service (Professional)
Second Level Eligibility

ACCOUNTING DIVISION

Item no. 142 - Financial Analyst II SG-15 (2) / 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
- **Technical Competencies:**
Accounting Proficiency, Analytical Thinking Skills, Attention to Details, Effective Communication, Information and Knowledge Management, Risk Analysis and Remedies

Eligibility: Career Service (Professional)
Second Level Eligibility

ADMINISTRATIVE DEPARTMENT

PERSONNEL AND HUMAN RESOURCES DEVELOPMENT DIVISION

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
- **Technical Competencies:**
Corporate Planning and Governance, Planning, Management, and Evaluation

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 **20 January 2024**.

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.