

**TOURISM PROMOTIONS BOARD**  
**VACANT POSITIONS**  
*as of 15 April 2024*

**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

**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

## OFFICE OF THE DEPUTY COO FOR MARKETING AND PROMOTIONS

### M.I.C.E DEPARTMENT

#### EVENTS MARKETING AND SERVICES DIVISION

##### **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

##### **Project Development Officer 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
- **Technical Competencies:**  
Attention to Details, Corporate Planning and Governance, Effective Communication, Information and Knowledge Management, Marketing Proficiency, Project Management, Execution, and Monitoring, and Project Planning and Evaluation

Eligibility:     Career Service (Professional)

Second Level Eligibility

### INTERNATIONAL PROMOTIONS DEPARTMENT

##### **Secretary I                                    SG-7 / JG-5**

Education:     Completion of two years studies in college

Experience:    None required

Training:       None required

Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative

- **Technical Competencies:**  
Attention to Details, Effective Communication, and Information and Knowledge Management

Eligibility: Career Service (Subprofessional)  
First Level Eligibility

## **DOMESTIC PROMOTIONS DEPARTMENT**

### **INDUSTRY RELATIONS AND SERVICES DIVISION**

#### **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
- **Technical Competencies:**  
Effective Communication, Marketing Proficiency, Project Management, Execution, and Monitoring, and Project Planning and Evaluation

Eligibility: Career Service (Professional)  
Second Level Eligibility

#### **Project Development Officer 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:**  
Attention to Details, Corporate Planning and Governance, Effective Communication, Information and Knowledge Management, Marketing Proficiency, Project Management, Execution, and Monitoring, and Project Planning and Evaluation

Eligibility: Career Service (Professional)  
Second Level Eligibility

## MARKETING COMMUNICATIONS DEPARTMENT

### BRAND MANAGEMENT AND ADVERTISING DIVISION

#### Information 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, Marketing Proficiency

Eligibility: Career Service (Professional)  
Second Level Eligibility

#### Artist-Illustrator III

SG-11 / JG-8

Education: Completion of two years studies in college or High School Graduate with relevant vocational/trade course

Experience: 2 years of relevant experience

Training: 8 hours of relevant training

Skills:

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

Eligibility: Career Service (Subprofessional) Draftsman or  
Illustrator (MC 11, s. 96 - Cat. I)  
First Level Eligibility

## MEDIA RELATIONS AND COMMUNICATIONS DIVISION

#### Public Relations 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

## **FINANCE DEPARTMENT**

### **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 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:**  
Corporate Planning and Governance, and Managing Resources

Eligibility: Career Service (Professional)  
Second Level Eligibility

### **Secretary I                                      SG-7 / JG-5**

Education: Completion of two years studies in college  
Experience: None required  
Training: None required  
Skills:

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

Eligibility: Career Service (Subprofessional)  
First 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, and 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 **25 April 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.*