



# TOURISM PROMOTIONS BOARD JOB OPPORTUNITIES

(Contract of Service) as of 03 May 2024

## MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

## Administrative Officer II SG 15

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 Eligibility

#### LEGAL DEPARTMENT

## Contract Specialist SG 15

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 Eligibility

#### Legal Assistant

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 Eligibility





TOURISM PROMOTIONS BOARD PHILIPPINES

**SG 15** 

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# OFFICE OF THE DEPUTY CHIEF OPERATING OFFICER FOR MARKETING AND PROMOTIONS

## MARKETING COMMUNICATIONS DEPARTMENT

# MEDIA RELATIONS AND COMMUNICATIONS DIVISION

5

Education:	Bachelor's degree (preferably in Literature or Journalism)
Experience:	at least 3 years of relevant experience

- Strong computer skills—Microsoft Word, Excel, PowerPoint, Acrobat
- Have at least one (1) published article (major broadsheet or mainstream magazine) is an advantage but not required
- Must present two (2) sample written works (published or unpublished)
- Training: 4 hours of relevant training
- Eligibility: Career Service (Professional) Second Level Eligibility

## OFFICE OF THE DEPUTY CHIEF OPERATING OFFICER FOR CORPORATE AFFAIRS

#### **ADMINISTRATIVE DEPARTMENT**

#### PERSONNEL AND HUMAN RESOURCES DEVELOPMENT DIVISION

Human Resource Management Assistant SG 11

(Recruitment, Selection and Promotion)

Education:	Bachelor's degree
Experience:	None required
Training:	None required
Eligibility:	Career Service (Professional)
	Second Level Eligibility

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

Interested applicants are requested to submit the scanned/soft copies in PDF file format of the following documents to the Personnel and Human Resources Development Division (PHRDD) at the email address: <u>vacancies@tpb.gov.ph</u> no later than **13 May 2024**:

✓ Letter of Intent

- ✓ <u>Personal Data Sheet</u>
- ✓ Work Experience Sheet (if applicable)
- ✓ Diploma
- ✓ Transcript of Records
- ✓ Copy of the Certification of CSC Eligibility or Bar/Board Eligibility (R.A. 1080)
- ✓ Copy of Certificate/s of Completion for Trainings Attended (*if any*)

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, TPB likewise adheres to the principles of merit, fitness, and equality in all its RSP processes.