



TOURISM PROMOTIONS BOARD **JOB OPPORTUNITIES**

(Contract of Service) as of 19 June 2024

LEGAL DEPARTMENT

Contract Specialist SG 15

Education: Bachelor's degree

1 year of relevant experience Experience: Training: 4 hours of relevant training Career Service (Professional) Eligibility:

Second Level Eligibility

Legal Assistant SG 15

Education: Bachelor's degree

Experience: 1 year of relevant experience 4 hours of relevant training Training: Career Service (Professional) Eligibility:

Second Level Eligibility

SG 11 Secretary

Education: Bachelor's degree None required Experience: Training: None required

Career Service (Professional) Eligibility:

Second Level Eligibility

OFFICE OF THE DEPUTY CHIEF OPERATING OFFICER FOR MARKETING AND PROMOTIONS

MARKETING COMMUNICATIONS DEPARTMENT

MEDIA RELATIONS AND COMMUNICATIONS DIVISION

Project Officer III SG 18

Education: Bachelor's degree relevant to the job

2 years of relevant experience Experience:

- Using WordPress or similar software
- Must be able to present at least two (2) written works (published or unpublished, having published is an advantage)
- At least a year of experience in project management

Training: 8 hours of relevant training Eligibility: Career Service (Professional)

Second Level Eligibility

OFFICE OF THE DEPUTY CHIEF OPERATING OFFICER FOR CORPORATE AFFAIRS

FINANCE DEPARTMENT

ACCOUNTING DIVISION

Administrative Assistant SG 11

Education: Bachelor's degree Experience: None required Training: None required

Eligibility: Career Service (Professional)

Second Level Eligibility

ADMINISTRATIVE DEPARTMENT

PERSONNEL AND HUMAN RESOURCES DEVELOPMENT DIVISION

Gender and Development (GAD) Specialist SG 15

Education: Bachelor's degree

Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional)

Second Level Eligibility

Human Resource Management Officer I SG 13

(Compensation and Benefits)

Education: Bachelor's degree Experience: None required Training: None required

Eligibility: Career Service (Professional)

Second Level Eligibility

PROCUREMENT AND GENERAL SERVICES DIVISION

Administrative Officer II SG 15

(Procurement)

Education: Bachelor's degree

Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (Professional)

Second Level Eligibility

Administrative Officer I SG 13

(Property)

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: vacancies@tpb.gov.ph no later than 29 June 2024:

- ✓ Letter of Intent
- ✓ Personal Data Sheet
- ✓ 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.