

**TOURISM PROMOTIONS BOARD
VACANT TECHNICAL POSITIONS**
as of 01 October 2024

LEGAL DEPARTMENT

Item no. 15 - Attorney II SG-18 / JG-11

Education: Bachelor of Laws
Experience: None required
Training: None required
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:**
Analytical Thinking Skills, Attention to Details, Corporate Planning and Governance, Legal Proficiency

Eligibility: RA 1080 (Attorney)

CORPORATE PLANNING AND BUSINESS DEVELOPMENT DEPARTMENT

Item no. 22 - Development Management 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:**
Analytical Thinking Skills, Attention to Details, Business Development, Effective Communication, Information and Knowledge Management, Performance Management, Planning, Management, and Evaluation

Eligibility: Career Service (Professional)
Second Level Eligibility

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

INTERNATIONAL PROMOTIONS DEPARTMENT

NORTH ASIA DIVISION

Item no. 57 - Market Specialist III SG-18/JG-11

Education: Bachelor's degree
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, Project Planning and Evaluation

Eligibility: Career Service (Professional)
Second Level Eligibility

ASEAN AND THE PACIFIC DIVISION

Item no. 70 - 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

EUROPE, AFRICA, THE MIDDLE EAST AND INDIA DIVISION

Item no. 76 - 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

Item no. 77 - 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 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, Project Planning and Evaluation

Eligibility: Career Service (Professional)
Second Level Eligibility

MARKETING COMMUNICATIONS DEPARTMENT

MEDIA RELATIONS AND COMMUNICATIONS DIVISION

Item no. 122 - Information Officer 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, Content Publishing, Corporate Planning and Governance, Effective Communication, Information and Knowledge Management, Marketing Proficiency, Media Relations

Eligibility: Career Service (Professional)
Second Level Eligibility

OFFICE OF THE DEPUTY CHIEF OPERATING OFFICER FOR CORPORATE AFFAIRS

FINANCE DEPARTMENT

PROCUREMENT MANAGEMENT DIVISION

Item no. 141 - Supervising Administrative Officer SG-22/JG-12

Education: Bachelor's degree relevant to the job
Experience: 3 years of relevant experience
Training: 16 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:**
Corporate Planning and Governance, Information and Knowledge Management, Managing Resources, Risk Analysis and Remedies

Eligibility: Career Service (Professional)
Second Level Eligibility

Item no. 142 - Administrative Officer V 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:**
Attention to Details, Information and Knowledge Management, Procurement Management, Risk Analysis and Remedies

Eligibility: Career Service (Professional)
Second Level Eligibility

Item no. 143 - Administrative Officer IV 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, Effective Communication, Information and Knowledge Management, Procurement Management, Risk Analysis and Remedies

Eligibility: Career Service (Professional)
Second Level Eligibility

Item no. 144 - Administrative Officer IV 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, Effective Communication, Information and Knowledge Management, Procurement Management, Risk Analysis and Remedies

Eligibility: Career Service (Professional)
Second Level Eligibility

ADMINISTRATIVE DEPARTMENT

Item no. 146 - Secretary 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, Information and Knowledge Management

Eligibility: Career Service (Subprofessional)
First 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 **11 October 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.