

TOURISM PROMOTIONS BOARD
VACANT POSITIONS
as of 20 December 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: R.A. 1080 (Attorney)

MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

Item no. 25 – Information Technology Officer III 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:**
Computer Proficiency, Data Management

Eligibility: Career Service (Professional)
Second Level Eligibility

Item no. 28 – Computer Maintenance Technologies III SG-17 / 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, Computer Proficiency, Corporate Planning and Governance, Data Management, Effective Writing, Planning management and Evaluation, Risk and Analysis Remedy

Eligibility: Career Service (Professional)
Second Level Eligibility

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

M.I.C.E DEPARTMENT

EVENTS MARKETING AND SERVICES DIVISION

Item no. 45 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

Item no. 52 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, Project Planning and Evaluation

Eligibility: Career Service (Professional)
Second Level Eligibility

INTERNATIONAL PROMOTIONS DEPARTMENT

Item no. 54 – 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, Information and Knowledge Management

Eligibility: Career Service (Subprofessional)
First Level Eligibility

NORTH ASIA DIVISION

Item no. 55 - Market Specialist 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

ASEAN AND THE PACIFIC DIVISION

Item no. 63 - Market Specialist 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

Item no. 64 - Market Specialist IV SG-22/JG-12

Education: Bachelor's degree
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:**
Effective Communication, 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. 71 - Market Specialist 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

THE AMERICAS DIVISION

Item no. 79 - Market Specialist 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

DOMESTIC PROMOTIONS DEPARTMENT

INDUSTRY RELATIONS AND SERVICES DIVISION

Item no. 97 - 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

Item no. 104 - 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, Project Planning and Evaluation

Eligibility: Career Service (Professional)
Second Level Eligibility

MARKETING COMMUNICATIONS DEPARTMENT

BRAND MANAGEMENT AND ADVERTISING DIVISION

Item no. 107 – Information 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

Item no. 109 – Advertising Officer 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:**
Attention to details, Brand Management, Effective Communication, Marketing Proficiency

Eligibility: Career Service (Professional)
Second Level Eligibility

MEDIA RELATIONS AND COMMUNICATIONS DIVISION

Item no. 115 – 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

Item no. 116 – Public Relations Officer IV SG-22/JG-12

Education: Bachelor's degree
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:**
Attention to details, Effective Communication, Marketing Proficiency, Media Relations

Eligibility: Career Service (Professional)
Second Level Eligibility

Item no. 123 – PHOTOGRAPHER III SG-10/JG-7

Education: High School Graduate or Completion of 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, Content Publishing, Corporate Planning and Governance, Effective Communication, Information and Knowledge Management, Marketing Proficiency, Media Relations

Eligibility: Photographer (MC 11, s. 96 – Cat II)

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

FINANCE DEPARTMENT

Item no. 129 – 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, Information and Knowledge Management

Eligibility: Career Service (Subprofessional)
First Level Eligibility

ADMINISTRATIVE DEPARTMENT

PROPERTY MANAGEMENT AND GENERAL SERVICE DIVISION

Item no. 160 – Cashier II SG-14/JG-9

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, Effective Communication, Information and Knowledge Management, Managing Resources

Eligibility: Career Service (Subprofessional)
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 **10 January 2025**.

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.