

**TOURISM PROMOTIONS BOARD
VACANT POSITIONS
as of 08 January 2021****OFFICE OF THE CORPORATE BOARD SECRETARY****Board Secretary V SG 24**

Education: Bachelor's degree
Experience: 4 years of relevant experience
Training: 24 hours of relevant training
Skills: Attention to detail, Technical Writing, Confidentiality, Research and Analysis, Analytical Thinking, Corporate Planning and Governance, Legal Knowledge, Legal Writing, Board Meeting Management
Eligibility: Career Service (Professional)
Second Level Eligibility

INTERNAL AUDIT OFFICE**Internal Auditor V SG 24**

Education: Bachelor's degree relevant to the job
Experience: 4 years in position/s involving management and supervision
Training: 24 hours of training in management and supervision
Skills: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Audit Planning, Conducting Audit Engagement, Communicating Audit Result, Risk Analysis
Eligibility: Career Service (Professional)
Second Level Eligibility

CORPORATE PLANNING AND BUSINESS DEVELOPMENT DEPARTMENT**Department Manager III SG 26**

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: Attention to detail, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Business Intelligence, Business Resilience, ROI and Data Analysis, Business Development, Business Writing
Eligibility: Appropriate eligibility for second level positions
Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)

Development Management Officer IV SG 22

Education: Bachelor's degree relevant to the job
Experience: 3 years of relevant experience
Training: 16 hours of relevant training
Skills: Attention to detail, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Business Intelligence, Business Resilience, ROI and Data Analysis, Business Development, Business Writing
Eligibility: Career Service (Professional)
Second Level Eligibility

**TOURISM PROMOTIONS BOARD
VACANT POSITIONS
as of 08 January 2021****Development Management Officer III SG 18**

Education: Bachelor's degree relevant to the job
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Skills: Attention to detail, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Business Intelligence, Business Resilience, ROI and Data Analysis, Business Development, Business Writing
Eligibility: Career Service (Professional)
Second Level Eligibility

MANAGEMENT INFORMATION SYSTEMS DEPARTMENT**Information Technology Officer III SG 24**

Education: Master's degree
Experience: 4 years in position/s involving management and supervision
Training: 24 hours of training in management and supervision
Skills: Attention to detail, Technical Writing, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, User and Customer Support, Databases and Applications, Network Installation and Administration
Eligibility: Career Service (Professional)
Second Level Eligibility

Computer Maintenance Technologist III SG 17

Education: Bachelor's degree relevant to the job
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Skills: Attention to detail, Technical Writing, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, User and Customer Support, Databases and Applications, Network Installation and Administration
Eligibility: Career Service (Professional)
Second Level Eligibility

OFFICE OF THE DEPUTY COO FOR MARKETING AND PROMOTIONS**Deputy Chief Operating Officer SG 28**

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: Attention to detail, Technical Writing, Confidentiality, Initiative, Analytical Thinking and Governance, Innovation, Project Management, Information Management, Marketing Proficiency
Eligibility: Appropriate eligibility for second level positions
Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)

TOURISM PROMOTIONS BOARD
VACANT POSITIONS
as of 08 January 2021

M.I.C.E DEPARTMENT

Department Manager III SG 26

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: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Marketing Strategy, Content Publishing, Media Relations, Market Development, Events Management
Eligibility: Appropriate eligibility for second level positions
 Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)

SALES AND ACCOUNTS MANAGEMENT DIVISION

Market Specialist V SG 24

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: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Marketing Strategy, Content Publishing, Media Relations, Market Development, Events Management
Eligibility: Career Service (Professional)
 Second Level Eligibility

EVENTS MARKETING AND SERVICES DIVISION

Project Development Officer V SG 24

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: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Marketing Strategy, Content Publishing, Media Relations, Market Development, Events Management
Eligibility: Career Service (Professional)
 Second Level Eligibility

**TOURISM PROMOTIONS BOARD
VACANT POSITIONS
as of 08 January 2021****Project Development Officer IV SG 22**

Education: Bachelor's Degree relevant to the job
Experience: 3 years of relevant experience
Training: 16 hours of relevant training
Skills: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Marketing Strategy, Content Publishing, Media Relations, Market Development, Events Management
Eligibility: Career Service (Professional)
Second Level Eligibility

Project Development Officer III SG 18

Education: Bachelor's degree relevant to the job
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Skills: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Marketing Strategy, Content Publishing, Media Relations, Market Development, Events Management
Eligibility: Career Service (Professional)
Second Level Eligibility

INTERNATIONAL PROMOTIONS DEPARTMENT**NORTH ASIA DIVISION****Market Specialist V SG 24**

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: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
Second Level Eligibility

Market Specialist II SG 15

Education: Bachelor's degree
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Skills: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
Second Level Eligibility

**TOURISM PROMOTIONS BOARD
VACANT POSITIONS
as of 08 January 2021****ASEAN AND THE PACIFIC DIVISION****Market Specialist V SG 24**

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: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
 Second Level Eligibility

EUROPE, AFRICA, THE MIDDLE EAST AND INDIA DIVISION**Market Specialist III SG 18**

Education: Bachelor's degree
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Skills: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
 Second Level Eligibility

Market Specialist III SG 18

Education: Bachelor's degree
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Skills: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
 Second Level Eligibility

THE AMERICAS DIVISION**Market Specialist V SG 24**

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: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
 Second Level Eligibility

TOURISM PROMOTIONS BOARD
VACANT POSITIONS
as of 08 January 2021

Market Specialist IV SG 22

Education: Bachelor's degree
Experience: 3 years of relevant experience
Training: 16 hours of relevant training
Skills: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
Second Level Eligibility

Market Specialist III SG 18

Education: Bachelor's degree
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Skills: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
Second Level Eligibility

Market Specialist III SG 18

Education: Bachelor's degree
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Skills: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
Second Level Eligibility

Market Specialist II SG 15

Education: Bachelor's degree
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Skills: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
Second Level Eligibility

**TOURISM PROMOTIONS BOARD
VACANT POSITIONS
as of 08 January 2021****DOMESTIC PROMOTIONS DEPARTMENT****SALES DIVISION****Market Specialist V SG 24**

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: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
 Second Level Eligibility

Market Specialist III SG 18

Education: Bachelor's degree
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Skills: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
 Second Level Eligibility

Market Specialist III SG 18

Education: Bachelor's degree
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Skills: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
 Second Level Eligibility

Market Specialist II SG 15

Education: Bachelor's degree
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Skills: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
 Second Level Eligibility

**TOURISM PROMOTIONS BOARD
VACANT POSITIONS
as of 08 January 2021****INDUSTRY RELATIONS AND SERVICES DIVISION****Project Development Officer III SG 18**

Education: Bachelor's degree relevant to the job
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Skills: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
Second Level Eligibility

Project Development Officer III SG 18

Education: Bachelor's degree relevant to the job
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Skills: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
Second Level Eligibility

Project Development Officer II SG 15

Education: Bachelor's degree relevant to the job
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Skills: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
Second Level Eligibility

MARKETING COMMUNICATIONS DEPARTMENT**Department Manager III SG 26**

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: Initiative, Analytical Thinking, Innovation, Project Management, Business Intelligence, Business Resilience, ROI and Data Analysis, Marketing Strategy (includes Delivering Marketing Presentation), Promo-Materials Development
Eligibility: Appropriate eligibility for second level positions
Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)

**TOURISM PROMOTIONS BOARD
VACANT POSITIONS
as of 08 January 2021****BRAND MANAGEMENT AND ADVERTISING DIVISION****Information Officer V SG 24**

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: Research and Analysis, Initiative, Innovation, Project Management, Business Intelligence, Business Resilience, ROI and Data Analysis, Marketing Strategy (includes Delivering Marketing Presentation), Brand Management, Promo-Materials Development, Graphic Design, Cost Estimation, Content Publishing (includes Creative Writing)
Eligibility: Career Service (Professional)
Second Level Eligibility

Creative Arts Specialist III SG 18

Education: Bachelor's degree relevant to the job
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Skills: Initiative, Innovation, Brand Management, Promo-materials Development, Graphic Design, Cost Estimation, Content Publishing (includes Creative Writing)
Eligibility: Career Service (Professional)
Second Level Eligibility

MEDIA RELATIONS AND COMMUNICATIONS DIVISION**Public Relations Officer V SG 24**

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: Attention to detail, Technical Writing, Research and Analysis, Analytical Thinking Skills, Corporate Planning and Governance, Project Management, Audit Management, Media Relations
Eligibility: Career Service (Professional)
Second Level Eligibility

Public Relations Officer IV SG 22

Education: Bachelor's degree
Experience: 3 years of relevant experience
Training: 16 hours of relevant training
Skills: Attention to detail, Technical Writing, Research and Analysis, Analytical Thinking Skills, Corporate Planning and Governance, Project Management, Audit Management, Media Relations
Eligibility: Career Service (Professional)
Second Level Eligibility

