

TOURISM PROMOTIONS BOARD
VACANT POSITIONS
as of 09 September 2021

OFFICE OF THE DEPUTY COO FOR MARKETING AND PROMOTIONS

INTERNATIONAL PROMOTIONS DEPARTMENT

ASEAN AND THE PACIFIC 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 Skills, Corporate Planning and Governance, Innovation, Project Management, Information Management, Marketing Proficiency, Marketing Strategy, Brand Management, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
Second Level Eligibility

OFFICE OF THE DEPUTY COO FOR CORPORATE AFFAIRS

FINANCE DEPARTMENT

ACCOUNTING DIVISION

Financial Analyst 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 Skills, Innovation, Project Management, Information Management, Logistics and Support Administration, Accounting Proficiency, Budget Preparation and Management
Eligibility: Career Service (Professional)
Second Level Eligibility

ADMINISTRATIVE DEPARTMENT

PROCUREMENT AND GENERAL SERVICES DIVISION

Administrative Services Officer III 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 Skills, Innovation, Project Management, Information Management, Logistics and Support Administration, Budget Preparation and Management, Corrective Preventive Maintenance, Procurement, Supplier and Vendor Management
Eligibility: Career Service (Professional)
Second Level Eligibility

*****Nothing follows*****