

TOURISM PROMOTIONS BOARD
VACANT POSITION
as of 01 March 2022

OFFICE OF THE DEPUTY COO FOR MARKETING AND PROMOTIONS

MARKETING COMMUNICATIONS DEPARTMENT

Department Manager - 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: Computer Proficiency, Critical Thinking Skills, Customer Centricity, Data and Records Management, Planning and Executing, Partnering and Networking, Performing Research, Analysis and Evaluation, Tact and Diplomacy, Corporate Social Responsibility, Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically, Critically, and Creatively, Creating and Nurturing a High Performing Organization, Attention to Detail, Technical Writing, Confidentiality Skills, Initiative, Analytical Thinking Skills, Corporate Planning and Governance, Innovation, Project Management, Policy Review, Interpretation, and Advisory, Business Intelligence, ROI and Data Analysis Skills, Information Management, Logistics and Support Administration, Performance Monitoring, Marketing Proficiency, Marketing Strategy, Brand Management, Promotional Materials, Graphic Design, Cost Estimation, Content Publishing, Media Relations, Market Development, Events Management, Tourism Trade Skills
- Eligibility: Appropriate eligibility for second level positions
Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)

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

Interested applicants are requested to submit the following credentials to the Personnel and Human Resources Development Division (PHRDD) for proper evaluation/assessment:

- Letter of Intent
- Updated Personal Data Sheet
- Updated Work Experience Sheet
- Copy of Diploma
- Copy of Transcript of Records
- Copy of Training Certificates
- Copy of CSC Certificate of Eligibility

- Copy of Accomplished IPCR for the last two (2) rating periods (*for promotion*)

Kindly submit the scanned/soft copies in PDF file format of the abovementioned documents to the Personnel and Human Resources Development Division (PHRDD) at email address: vacancies@mis.tpb.gov.ph not later than **11 March 2022**.

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.