

**TOURISM PROMOTIONS BOARD**  
**VACANT POSITIONS**  
*as of 28 October 2022*

**INTERNAL AUDIT OFFICE**

**Item no. 6 - Internal Auditor 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:** Exemplifying integrity, demonstrating professionalism, exhibiting a growth mindset, manifesting adaptability, communicating effectively (oral), communicating effectively (written), exercising individual work efficiently, cross-cultural awareness/sensitivity, 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, attention to detail, technical writing, initiative, analytical thinking skills, innovation, project management, audit planning, communicating audit results, risk analysis, information management, and logistics and support administration.  
**Eligibility:** Career Service (Professional)  
Second Level Eligibility

**LEGAL DEPARTMENT**

**Item no. 16 - Legal Researcher SG-13 / JG-9**

- Education:** Bachelor's degree relevant to the job  
**Experience:** None required  
**Training:** None required  
**Skills:** Exemplifying integrity, demonstrating professionalism, exhibiting a growth mindset, manifesting adaptability, communicating effectively (oral), communicating effectively (written), exercising individual work efficiently, cross-cultural awareness/sensitivity, 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, attention to detail, technical writing, confidentiality skills, initiative, analytical thinking skills, corporate planning and governance, innovation, legal knowledge, legal writing, legal representation, policy review, interpretation, and advisory, and information management  
**Eligibility:** Career Service (Professional)  
Second Level Eligibility

## **CORPORATE PLANNING AND BUSINESS DEVELOPMENT DEPARTMENT**

### **Item no. 21 - Development Management 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: Exemplifying integrity, demonstrating professionalism, exhibiting a growth mindset, manifesting adaptability, communicating effectively (oral), communicating effectively (written), exercising individual work efficiently, cross-cultural awareness/sensitivity, 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, thinking strategically, critically, and creatively, creating and nurturing a high performing organization, attention to detail, technical writing, initiative, analytical thinking skills, corporate planning and governance, innovation, project management, business intelligence, ROI and data analysis skills, and information management
- Eligibility: Career Service (Professional)  
Second Level Eligibility

## **MANAGEMENT INFORMATION SYSTEMS DEPARTMENT**

### **Item no. 28 - Computer Maintenance Technologist 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: Exemplifying integrity, demonstrating professionalism, exhibiting a growth mindset, manifesting adaptability, communicating effectively (oral), communicating effectively (written), exercising individual work efficiently, cross-cultural awareness/sensitivity, 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, attention to detail, confidentiality skills, initiative, analytical thinking skills, innovation, project management, user and customer support, database and applications, and network installation and administration.
- Eligibility: Career Service (Professional)  
Second Level Eligibility

## **M.I.C.E DEPARTMENT**

### **SALES AND ACCOUNTS MANAGEMENT DIVISION**

#### **Item no. 40 - Senior Convention Services Officer SG-18 / JG-11**

Education: Bachelor's degree  
Experience: 2 years of relevant experience  
Training: 8 hours of relevant training  
Skills: Exemplifying integrity, demonstrating professionalism, exhibiting a growth mindset, manifesting adaptability, communicating effectively (oral), communicating effectively (written), exercising individual work efficiently, cross-cultural awareness/sensitivity, 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, thinking strategically, critically, and creatively, creating and nurturing a high-performance organization, attention to detail, technical writing, initiative, analytical thinking skills, corporate planning and governance, innovation, project management, ROI and data analysis skills, information management, marketing proficiency, marketing strategy, brand management, content publishing, media relations, market development, events management, and tourism trade skills.  
Eligibility: Career Service (Professional)  
Second Level Eligibility

### **EVENTS MARKETING AND SERVICES DIVISION**

#### **Item no. 49 - 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: Exemplifying integrity, demonstrating professionalism, exhibiting a growth mindset, manifesting adaptability, communicating effectively (oral), communicating effectively (written), exercising individual work efficiently, cross-cultural awareness/sensitivity, 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, thinking strategically, critically, and creatively, creating and nurturing a high-performance organization, attention to detail, technical writing, initiative, analytical thinking skills, corporate planning and governance, innovation, project management, ROI and data analysis skills, information management, marketing proficiency, marketing strategy, brand management, content publishing, media relations, market development, events management, and tourism trade skills.  
Eligibility: Career Service (Professional)  
Second Level Eligibility

## **INTERNATIONAL PROMOTIONS DEPARTMENT**

### **THE AMERICAS DIVISION**

#### **Item no. 82 - Market Specialist IV SG-22 / JG-12**

Education: Bachelor's degree  
Experience: 3 years of relevant experience  
Training: 16 hours of relevant training  
Skills: Exemplifying integrity, demonstrating professionalism, exhibiting a growth mindset, manifesting adaptability, communicating effectively (oral), communicating effectively (written), exercising individual work efficiently, cross-cultural awareness/sensitivity, 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-performance organization, attention to detail, technical writing, initiative, analytical thinking skills, corporate planning and governance, innovation, project management, ROI and data analysis skills, risk analysis, information management, marketing proficiency, marketing strategy, market development, events management, and tourism trade skills.  
Eligibility: Career Service (Professional)  
Second Level Eligibility

## **MARKETING COMMUNICATIONS DEPARTMENT**

### **MEDIA RELATIONS AND COMMUNICATIONS DIVISION**

#### **Item no. 119 - Public Relations Officer III SG-18 / JG-11**

Education: Bachelor's degree  
Experience: 2 years of relevant experience  
Training: 8 hours of relevant training  
Skills: Exemplifying integrity, demonstrating professionalism, exhibiting a growth mindset, manifesting adaptability, communicating effectively (oral), communicating effectively (written), exercising individual work efficiently, cross-cultural awareness/sensitivity, 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, thinking strategically, critically, and creatively, creating and nurturing a high-performance organization, attention to detail, technical writing, initiative, analytical thinking skills, corporate planning and governance, innovation, project management, ROI and data analysis skills, information management, marketing proficiency, marketing strategy, brand management, content publishing, media relations  
Eligibility: Career Service (Professional)  
Second Level Eligibility

## **FINANCE DEPARTMENT**

### **ACCOUNTING DIVISION**

#### **Item no. 140 - Financial Analyst 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: Exemplifying integrity, demonstrating professionalism, exhibiting a growth mindset, manifesting adaptability, communicating effectively (oral), communicating effectively (written), exercising individual work efficiently, cross-cultural awareness/sensitivity, 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, thinking strategically, critically, and creatively, creating and nurturing a high-performance organization, attention to detail, technical writing, initiative, analytical thinking skills, corporate planning and governance, innovation, project management, information management, logistic and support administration, accounting proficiency, and budget preparation and management  
Eligibility: Career Service (Professional)  
Second Level Eligibility

## **ADMINISTRATIVE DEPARTMENT**

### **PROCUREMENT AND GENERAL SERVICES DIVISION**

#### **Item no. 157 - Administrative Services Officer III                    SG-15 / JG-10**

Education: Bachelor's degree  
Experience: 1 year of relevant experience  
Training: 4 hours of relevant training  
Skills: Exemplifying integrity, demonstrating professionalism, exhibiting a growth mindset, manifesting adaptability, communicating effectively (oral), communicating effectively (written), exercising individual work efficiently, cross-cultural awareness/sensitivity, 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, attention to detail, technical writing, initiative, analytical thinking skills, innovation, project management, information management, logistic and support administration, budget preparation and management, corrective and preventive maintenance, procurement, and supplier and vendor management  
Eligibility: Career Service (Professional)  
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](#)**\*

- ✓ [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 refrain you from completing the online application form.*

Kindly submit your applications no later than **07 November 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.*