

**TOURISM PROMOTIONS BOARD
ANTICIPATED VACANT POSITION**
as of 22 November 2022

OFFICE OF THE DEPUTY COO FOR CORPORATE AFFAIRS

Item no. 126 - Deputy Chief Operating Officer SG-28 / JG-16

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:

- **Leadership:** Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically, Critically, and Creatively, and Creating and Nurturing a High Performing Organization
- **Functional:** Analytical Thinking Skills, Corporate Planning and Governance, Innovation, Project Management, Information Management, Budget Preparation and Management, Policy Review, Interpretation, and Advisory
- **Organizational:** Planning and Executing, Partnering and Networking, Performing Research, Analysis and Evaluation, Tact and Diplomacy, and Corporate Social Responsibility
- **Core:** Exemplifying Integrity, Demonstrating Professionalism, Exhibiting a Growth Mindset, Manifesting Adaptability, Communicating Effectively (Oral), Communicating Effectively (Written), Exercising Individual Work, and Cross-Cultural Awareness/ Sensitivity

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 **02 December 2022**.

TPB strictly adheres to the EEO principle 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.