

**TOURISM PROMOTIONS BOARD**  
**VACANT POSITIONS**  
*as of 16 December 2022*

**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:

- **Core Competencies:**  
Exemplifying Integrity, Demonstrating Professionalism, Exhibiting a Growth Mindset, Manifesting Adaptability, Communicating Effectively (Oral), Communicating Effectively (Written), Exercising Individual Work Efficiently, and Cross-Cultural Awareness/Sensitivity
- **Organizational Competencies:**  
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, and Corporate Social Responsibility
- **Leadership Competencies:**  
Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Thinking Strategically, Critically, and Creatively, and Creating and Nurturing a High Performing Organization
- **Functional Competencies:**  
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

## 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:

- **Core Competencies:**  
Exemplifying Integrity, Demonstrating Professionalism, Exhibiting a Growth Mindset, Manifesting Adaptability, Communicating Effectively (Oral), Communicating Effectively (Written), Exercising Individual Work Efficiently, and Cross-Cultural Awareness/Sensitivity
- **Organizational Competencies:**  
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, and Corporate Social Responsibility
- **Leadership Competencies:**  
Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Thinking Strategically, Critically, and Creatively, and Creating and Nurturing a High Performing Organization
- **Functional Competencies:**  
Attention To Detail, Technical Writing, Initiative, Analytical Thinking Skills, Corporate Planning and Governance, Innovation, Project Management, Business Intelligence, 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

**\*\*\*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 **26 December 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.*