

TOURISM PROMOTIONS BOARD
VACANT POSITIONS
as of 01 February 2023

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:

- **Core Competencies:**

Exemplifying Integrity, Demonstrating Professionalism, Exhibiting a Growth Mindset, Manifesting Adaptability, Communicating Effectively (Oral), Communicating Effectively (Written), Exercising Individual Work Efficiently and Effectively, 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, Corporate Social Responsibility

- **Functional Competencies:**

Attention to Detail, Technical Writing, Confidentiality Skills, Initiative, Analytical Thinking Skills, Innovation, Project Management, Policy Review, Interpretation, and Advisory, Audit Planning, Conducting Audit Engagement, Communicating Audit Results, Risk Analysis, Information Management, Logistics and Support Administration

Eligibility: Career Service (Professional)
Second Level Eligibility

MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

Item no. 24 - Department Manager III SG-26 / JG-14

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 Competencies:**

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

- **Core Competencies:**
Exemplifying Integrity, Demonstrating Professionalism, Exhibiting a Growth Mindset, Manifesting Adaptability, Communicating Effectively (Oral), Communicating Effectively (Written), Exercising Individual Work Efficiently and Effectively, 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, Corporate Social Responsibility
- **Functional Competencies:**
Attention to Detail, Technical Writing, Confidentiality Skills, Initiative, Analytical Thinking Skills, Innovation, Project Management, Legal Knowledge, Legal Writing, Legal Representation, Policy Review, Interpretation, and Advisory, Risk Analysis, Information Management, Performance Monitoring

Eligibility: Career Service (Professional)
Second Level Eligibility

DOMESTIC PROMOTIONS DEPARTMENT

Item no. 90 - Secretary I SG-7 / JG-5

Education: Completion of two years studies in college
Experience: None required
Training: None required
Skills:

- **Core Competencies:**
Exemplifying Integrity, Demonstrating Professionalism, Exhibiting a Growth Mindset, Manifesting Adaptability, Communicating Effectively (Oral), Communicating Effectively (Written), Exercising Individual Work Efficiently and Effectively, Cross-Cultural Awareness/Sensitivity
- **Organizational Competencies:**
Computer Proficiency, Critical Thinking Skills, Customer Centricity, Data and Records Management, Partnering and Networking, Performing Research, Analysis and Evaluation, Tact and Diplomacy, Corporate Social Responsibility
- **Functional Competencies:**
Attention to Detail, Confidentiality Skills, Initiative, Analytical Thinking Skills, Innovation, Project Management, Logistics and Support Administration

Eligibility: Career Service (Subprofessional)
First Level Eligibility

SALES DIVISION

Item no. 97 - Market Specialist II SG-15 / JG-10

Education: Bachelor's degree
Experience: 1 year of relevant experience
Training: 4 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 Effectively, 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, Corporate Social Responsibility
- **Functional Competencies:**
Attention to Detail, Technical Writing, Confidentiality Skills, Initiative, Analytical Thinking Skills, Innovation, Project Management, ROI and Data Analysis Skills, Information Management, Logistics and Support Administration, Marketing Proficiency, Marketing Strategy, Brand Management, Market Development, Events Management, Tourism Trade Skills

Eligibility: Career Service (Professional)
Second Level Eligibility

INDUSTRY RELATIONS AND SERVICES DIVISION

Item no. 104 - Project Development Officer 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:

- **Core Competencies:**
Exemplifying Integrity, Demonstrating Professionalism, Exhibiting a Growth Mindset, Manifesting Adaptability, Communicating Effectively (Oral), Communicating Effectively (Written), Exercising Individual Work Efficiently and Effectively, 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, Corporate Social Responsibility

- **Functional Competencies:**
Attention to Detail, Technical Writing, Confidentiality Skills, Initiative, Analytical Thinking Skills, Innovation, Project Management, ROI and Data Analysis Skills, Information Management, Logistics and Support Administration, Marketing Proficiency, Marketing Strategy, Brand Management, Market Development, Events Management, Tourism Trade Skills

Eligibility: Career Service (Professional)
Second Level Eligibility

MARKETING COMMUNICATIONS DEPARTMENT

BRAND MANAGEMENT AND ADVERTISING DIVISION

Item no. 114 - Information Officer II SG-15 / JG-10

Education: Bachelor's degree
Experience: 1 year of relevant experience
Training: 4 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 Effectively, 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, Corporate Social Responsibility
- **Functional Competencies:**
Attention to Detail, Technical Writing, Confidentiality Skills, Initiative, Analytical Thinking Skills, Innovation, Project Management, ROI and Data Analysis Skills, Information Management, Logistics and Support Administration, Marketing Proficiency, Marketing Strategy, Brand Management, Market Development, Events Management, Tourism Trade Skills

Eligibility: Career Service (Professional)
Second Level Eligibility

MEDIA RELATIONS AND COMMUNICATIONS DIVISION

Item no. 121 - Information Officer III SG-18 / JG-11

Education: Bachelor's degree
Experience: 2 years of relevant experience
Training: 8 hours of relevant training

Skills:

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

OFFICE OF THE DEPUTY COO FOR CORPORATE AFFAIRS

FINANCE DEPARTMENT

BUDGET DIVISION

Item no. 121 - Budget Officer 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:

- **Core Competencies:**
Exemplifying Integrity, Demonstrating Professionalism, Exhibiting a Growth Mindset, Manifesting Adaptability, Communicating Effectively (Oral), Communicating Effectively (Written), Exercising Individual Work Efficiently and Effectively, 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, Corporate Social Responsibility

- **Functional Competencies:**
Attention to Detail, Technical Writing, Confidentiality Skills, 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

Item no. 158 - 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:

- **Core Competencies:**
Exemplifying Integrity, Demonstrating Professionalism, Exhibiting a Growth Mindset, Manifesting Adaptability, Communicating Effectively (Oral), Communicating Effectively (Written), Exercising Individual Work Efficiently and Effectively, 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, Corporate Social Responsibility
- **Functional Competencies:**
Attention to Detail, Technical Writing, Confidentiality Skills, Initiative, Analytical Thinking Skills, Innovation, Project Management, Information Management, Logistics and Support Administration, Budget Preparation and Management, Corrective and Preventive Maintenance, Procurement, Supplier and Vendor Management

Eligibility: Career Service (Professional)
Second Level Eligibility

Item no. 161 - Buyer V SG-13 / JG-9

Education: Completion of two years studies in college
Experience: 3 years of relevant experience
Training: 16 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 Effectively, 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, Corporate Social Responsibility

- **Functional Competencies:**

Attention to Detail, Confidentiality Skills, Initiative, Analytical Thinking Skills, Innovation, Project Management, Information Management, Procurement, Supplier and Vendor Management

Eligibility: Career Service (Subprofessional)
First 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](#)***:

- ✓ Letter of Intent
- ✓ [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 constrain you from completing the online application form.*

Kindly submit your applications no later than **11 February 2023**.

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.