



Administrative Officer V (Human Resource Management Officer III)

Salary Grade: 18

Item Number: PHILSAB-ADOF5-11-2020

Division: Human Resource Development Division

Minimum Qualification Standards:

Education: Bachelor's degree

Experience: 2 years of relevant experience

Training: 8 hours of relevant training

Eligibility: Career Service (Professional) / Second Level Eligibility

Duties and Responsibilities:

- 1) Direct and manage the development and delivery of programs, policies, and mechanisms geared toward the development of human resources of the Agency;
- 2) Assess, build, and sustain the human resources capacity of the Agency by bridging competency gaps, maximizing existing capacities, and discovering and cultivating potentials through appropriate learning and development interventions;
- 3) Formulate, develop, and implement the annual Learning and Development Plan and annual PRAISE Awards of the Agency;
- 4) Formulate policies and guidelines related to Learning & Development (L&D) and Rewards & Recognition (R&R) systems;
- 5) Spearhead the formulation of plans and execution of employees' wellness program in the Agency and other related activities;
- 6) Support the various project teams in their L&D requirements;
- 7) Lead the preparation and processing of evidence requirements for PRIME-HRM (L&D, R&R, and PM) Maturity Level II accreditation of the Agency;
- 8) Assist employees in creating their career development plan, identifying specific ways, and opportunities and people that will support the attainment of such plans;
- 9) Represent the Division in the Grievance Committee of the Agency and other committees involving the HRDD;
- 10) Provide secretariat support to the Personnel Development Committee (PDC) and other committees as necessary;
- 11) Provide assistance and support to the Performance Management Team (PMT) of the Agency;
- 12) Perform other duties of a regular or special nature as may be assigned from time to time.

Applicants who have all or any of the following background are encouraged to apply:

Educational Background:

- Human Resource Management; Business Administration; Social Science; Public Administration

Experience Background:

- Planning, Developing, and Implementing various Learning and Development Programs;
- Conduct of training-needs assessment and analysis;
- Drafting of various internal policies in accordance with CSC Rules and Regulations

Training Background:

- Learning & Development; Strategic Performance Management System, Quality Management System (QMS) and other HR processes; Organizational Development; Employees' Wellness Program in the Workplace; Gender and Development



You may Scan this QR Code or Access the link below to build your PhilSA Application Profile

bit.ly/ADOF5-11