



## **Administrative Officer IV (Human Resource Management Officer II)**

Salary Grade: 15

Item Number: PHILSAB-ADOF4-10-2020

Division: Human Resource Development Division

### **Minimum Qualification Standards:**

Education: Bachelor's degree relevant to the job

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Professional) / Second Level Eligibility

### **Duties and Responsibilities:**

- 1) Assist the Administrative Officer V of the Learning and Development Section in the identification, development, implementation and evaluation of learning and development interventions;
- 2) Assist in the formulation, development, and implementation of the annual Learning and Development Plan and annual Rewards and Recognition plan and mechanisms of the Agency;
- 3) Assist in the formulation of plans and execution of employees' wellness program in the Agency and other related activities;
- 4) Assist the preparation and processing of evidence requirements for PRIME-HRM (L&D, R&R, and PM) Maturity Level II accreditation of the Agency;
- 5) Assist in the preparation and utilization of the training budget of the Agency;
- 6) Monitor and evaluate L&D programs to ensure that proper alignment and support to the Agency's strategic goals and directions;
- 7) Monitor the effectiveness of L&D interventions and impact on employees' performance while addressing competency gaps;
- 8) Assist in the implementation of a sound performance management system with clearly-defined targets that are linked to the Agency's targets and strategic direction;
- 9) Provide secretariat support to some committee involvements of the Division;
- 10) Ensure proper communication of performance evaluation mechanisms; and
- 11) 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:**

- 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, and other HR processes



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