



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

Salary Grade: 11

Item Number: PHILSAB-ADOF2-5-2020

Division: Human Resource Development Division

### **Minimum Qualification Standards:**

Education: Bachelor's degree

Experience: None required

Training: None required

Eligibility: Career Service (Professional) / Second Level Eligibility

### **Duties and Responsibilities:**

- 1) Under general guidance, provide assistance in the identification, development, implementation, and improvement of the Agency's programs, policies, and mechanisms relative to career development and learning and development;
- 2) Coordinate with internal units in capturing the L&D requirements of their teams;
- 3) Assist in all secretariat work involving the L&D Section.
- 4) Research on best practices relative to career development and L&D and provide recommendations for adoption by the Agency;
- 5) Conduct market analysis for the planned L&D interventions to be offered in-house;
- 6) Take charge of the logistics requirements for the conduct of in-house trainings;
- 7) Assist in the conduct of in-house trainings and other L&D interventions;
- 8) Take charge of handling and monitoring internship requests from Higher Educational Institutions (HEI);
- 9) Maintain an updated directory of subject matter experts and learning service providers;
- 10) Assist in the preparation and monitoring of L&D plans and databases taking into consideration the requirements set for by the CSC; 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:**

- Bachelor's Degree in Human Resource Management, Business Administration, Public Administration, Psychology, and other related fields

#### **Experience Background:**

- Experience in facilitating learning and development interventions; in assisting in the conduct of performance review, awarding ceremonies, employee engagement activities and similar HR-initiated activities; and, in providing general office administration and support.



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

<https://bit.ly/490omkw>