

(As of May 25, 2022)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

(1) PROJECT DEVELOPMENT OFFICER 1

for DEVELOPMENT INNOVATION OFFICE –Sparks IEC's- Technology Innovation Program with the following QUALIFICATIONS:

- **Education:** Graduate of Bachelor of Science in Business Administration major in Financial Management; Marketing Management / Bachelor of Science major in Entrepreneurship / Engineering / Information Technology / Computer Science
- **Training:** none required
- **Experience:** with experience in Marketing and crafting Business
- **Eligibility:** None required
- **Skills:** Excellent writing and verbal communication with people skills

DUTIES and RESPONSIBILITIES:

- Identifies and tracks relevant project program compliance requirements and opportunities for innovation and technology program expansion within identified scope.
- Participates in development of project summaries for collaboration and /or partnering with other institutions and industry (plans, researches, develops and writes).
- Collaborates with other agencies and industry to develop feasible ideas toward technology-driven sustainable economic development.
- Develops project summaries and briefings in response to routine and ad-hoc needs from senior management.
- Maintains quality results by using existing templates or developing new formats as appropriate.
- Liaises and coordinates with key managers across organization as appropriate with aim to improve project implementation, monitoring and evaluation processes.
- Provides backing to the team by providing strong-data driven support across communications, marketing, engagement, etc.
- Maintains and applies strong knowledge of international and economic development market, and relevant grant-marketing rules and regulations.
- Identifies opportunities to build on engagement of stakeholder and funder groups.
- Plays a role in the identification, development and analysis of new and existing opportunities to augment or enhance related departmental activities; provides appropriate recommendations and strategies.
- Other tasks as appropriate and to be determined.

ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS (scanned):

1. Application letter addressed to the University President **Dr. Cecilia S. Navasero-Gascon**;
2. Resume with one (1) **Recent passport-sized picture**;
3. Fully Accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212 Revised 2018) which can be downloaded at www.csc.gov.ph (if contracted by government agency);
4. Performance rating in the last rating period (for private companies/ institution) / IPCR for government;
5. Photocopy of the following supporting documents: (Original copies shall be presented for validation)
 - Transcript of Records
 - Diploma
 - Certificate of Grades (number of units earned in Graduate Studies (if applicable)
 - Seminar / Certificates attended for the last five (5) years
 - Certificate of Board of Ratings / Eligibility (if applicable)
 - Certificate/s of Employment signed by previous employer.

NOTE:

The University highly encourages all interested **QUALIFIED** applicants including persons with disability (PWD), members of indigenous committees and those with diverse sexual orientation and gender identity and expression (SOGIE) to apply.

The applicants will not be discriminated on the account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.

Qualified applicants are advised to send their application to chrmo.recruitment@bulsu.edu.ph.

Deadline of application is until **June 4, 2022**.

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

In line with the IATF guidelines, the CHRMO is strictly taking precautionary measures and will be doing the hiring process online.

Please be guided accordingly.

Thank you.


HELEN P. VALENTIN
Supervising Administrative Officer
HRMO