



We're hiring!

GAD ADMINISTRATIVE OFFICER

Position: Gender and Development (GAD) Administrative Officer

Status: Contract of Service (COS)

Salary: 22,190.00

Office Assignment: GAD Office, HRMS, Administrative Division

Responsibilities:

- Develop a monitoring report vis-à-vis NDCP's programs, activities, and projects on GAD;
- Prepare the GAD Plan and Budget;
- Prepare the GAD Accomplishment Report;
- Prepare concept note for selected GAD Activity;
- Oversee and provide administrative support to meetings and other activities;
- Keep and file GAD records, files and documents;
- Coordinate with the GAD Technical Working Group;
- Perform other related tasks as may be directed by the Head, HRMS, Chief, Admin Division and/or Chair of the GAD Focal Point System (GFPS);
- Support in all activities of the College relative to GAD and/or as maybe directed by the Chair, GAD Focal Point System and President, NDCP.

Qualifications:

- Education: Bachelor's degree (preferably with GAD knowledge)

How to apply:

Send your updated Personal Data Sheet (PDS) and letter of intent addressed to LTGEN FERDINAND M CARTUJANO PAF (Ret), President, NDCP to the HRMS, AD or email at hr.ndcp17@gmail.com not later than 6 February 2023 (Friday) 12:00 NN.