

## 1. Planning Officer (Plantilla Item No. 35, SG 22)

### Job Summary

Responsible for coordinating and overseeing the preparation, monitoring and update of the NDC long-range and short-range operating plans and budgets. Plans, evaluates, upgrades and administers NDC's computerized decision-support and information system.

### Qualification Requirements

Applicants must have Bachelor's degree relevant to the job with 3 years relevant experience. The applicants should have at least 16 hours of relevant training, and must possess any of the following CSC Eligibilities: CSC Second Level Professional Eligibility or RA 1080.

### Competency Requirements

Applicants should possess advanced **organizational competencies** (commitment to personal and technical development, strategic and systems thinking, delivering excellent results, solving problems to achieve results, collaborating with stakeholders and/or partners, exemplifying integrity and professionalism and communicating for results); with advanced to superior **leadership and managerial competencies** (organizational strengthening, engaging and empowering employees and managing performance); with advanced **administrative competencies** (business writing, documentation and records management, computer skills, meeting and support administration and logistics and support administration); with advanced **strategic management competencies** (organizational strategy mapping, strategy execution, organizational planning facilitation, organizational performance management, investment strategy review and formulation, research and analysis, managing information, entrepreneurial thinking and action, business process review and improvement and ISO process administration); and with advanced **ICT office competencies** (ICT strategy and planning and information management)

**Interested?** Please submit your letter of intent and credentials thru email, courier or hand-carry not later than **February 4, 2020** to:

**MELANIE M. AGUELO**

HRMO III

NATIONAL DEVELOPMENT COMPANY

7<sup>th</sup> Floor, NDC Bldg., 116 Tordesillas Street Salcedo Village, Makati City

Email address: hr@ndc.gov.ph

[You may also visit our website at www.ndc.gov.ph and submit your application online.](http://www.ndc.gov.ph)

## **List of Requirements**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
2. Performance rating in the present position for one (1) rating period (for government employees );
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of relevant training certificates; and
5. Photocopy of Transcript of Records/Diploma

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**THE NATIONAL DEVELOPMENT COMPANY ADHERES TO THE EXISTING GENERAL POLICY OF NO DISCRIMINATION BASED ON GENDER IDENTITY, SEXUAL ORIENTATION, DISABILITIES, RELIGION AND/OR INDIGENOUS GROUP MEMBERSHIP IN THE IMPLEMENTATION OF ITS RECRUITMENT, SELECTION AND PLACEMENT.**