

(As of June 06, 2023)



Bulacan State University

Central Human Resource Management Office

Invites applicants for:

(1) PROJECT DEVELOPMENT OFFICER 1-(SG 11) (Employee by Job Order)

for the **DEVELOPMENT AND INNOVATION OFFICE –SPARKS IEC's SOCIAL BUSINESS INCUBATION HUB (SBI)** with the following **QUALIFICATIONS:**

- **Education:** Graduate of Bachelor of Science in Financial Management / Marketing Management / Entrepreneurship / Engineering / Computer Science
- **Training:** None Required
- **Experience:** Work experienced in Marketing and crafting Business Plans.
- **Eligibility:** None Required
- **Skills:** Excellent writing and verbal communication. Communication Skills/People Skills

DUTIES and RESPONSIBILITIES:

- Creates a strategic plan to build social or environmental impact through products and services of the Centers.
- Participates in the development of project summaries for collaboration and /or partnering with other institutions and industries (plans, researches, develops, and writes)
- Collaborates with other agencies and industries to develop feasible ideas toward sustainable economic development.
- Liaises and coordinates with key managers across the organization as appropriate with an aim improve project, implementation, monitoring, and evaluation processes.
- Provides backing to the team by providing strong data-driven support regarding socio-business within and beyond regional premises.
- Maintains and applies strong knowledge of socio-business development, and relevant grant –making 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 16, 2023.

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.


ISABELITA C. BENEDICTOS

Director, Administrative Management Services and
Assistant Director, CHRMO