

WE ARE HIRING

PROJECT RESEARCHER/ PROJECT DEVELOPMENT OFFICER

DEADLINE : 30 OCTOBER 2025

HRD-NOV-2025-178

Job Level 9, PhP833.04/day
Fixed-term Employment

Qualification Standards

Education: *Preferably a graduate of Social Science-related courses*

Experience: *At least one (1) year of relevant experience in project coordination, stakeholder engagement, or research and documentation in a government or development setting.*

Training: *Training in community development, project management, or stakeholder engagement is an advantage.*

Other Requirements: *Proficient in MS Office applications (Word, Excel, Powerpoint) and other productivity tools; strong written and verbal communication skills; familiarity with government processes and LGU coordination is an advantage.*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 30 OCTOBER 2025:**

1. Application letter

Addressed to the: President and CEO Manjit T. Singh Reandi

2. Barangay Certification (Residency and complaints, its nature, and status, if any

3. Diploma

4. NBI Clearance

5. Notarized Personal Data Sheet (PDS) with at least three (3) character reference with email addresses and contact numbers. **PRINTED BACK-TO-BACK and DO NOT LEAVE BLANK SPACES.** Write N/A if not applicable

6. Transcript of Records)

7. Copies of Training Certificates (2024 – 2020)

LATE AND INCOMPLETE APPLICATIONS SHALL NOT BE ENTERTAINED

General Duties and Responsibilities

The project Researcher provides technical and administrative support to various phases of the Camp John Hay Community Redevelopment Plan (CJH-RCP), including the Scout Barrio Housing Project (SBHP).

1. Managing document filing and control, and coordinating the Awards and Arbitration Committee/ Executive Committee schedules.
2. Assisting in goal-setting, research, and proposal development during master planning.
3. Conducting beneficiary profiling and validating demographic, economic, and geographic data and ensures accuracy and completeness of the same.
4. Organizing logistics for consultative and technical meetings with LGUs and stakeholders.
5. Liasing with LGU officials, structure owners, affected barangay representatives and other stakeholders.
6. Monitoring project milestones and reporting progress or issues to the Land and Asset Development Manager and Officer.
7. Maintaining records and preparing reports, summaries, and presentation materials.
8. Performs other related tasks as may be assigned from time to time.

The Equal Opportunity Principle is recognized by this office, and all qualified applicants will be given consideration for employment regardless of their preferred sex or gender, age, ethnicity, religious affiliation, civil status, national origin, disability status, or any other characteristics protected by law