



NOTICE OF VACANT POSITION

PROJECT TECHNICAL STAFF III

Cost of Service

Monthly Basic Salary: Php 51,304.00 PLUS 20% premium

Terms of Reference:

Place of Assignment : Technical Division
CHED Caraga, Ampayon, Butuan City
No. of Vacancies : One (1)

Minimum Qualification Standards:

Education : Bachelor's degree relevant to the job preferably International Relations, International Studies or other relevant fields
Experience : Three years work experience relating to program/project implementation and monitoring, innovation;
Preferably with experience working on internationalization of education (i.e DFA, DTI, NEDA and other international offices of NGAs, HEI international offices and international organizations;
Training : 8 hours of relevant training; and
Eligibility : Second Level Civil Service Eligibility

Attributes:

1. Strong planning and organizational skills;
2. Excellent analytical, abstract reasoning and problem-solving skills;
3. Knowledge of trends in internationalization; and
4. Excellent communication skills, both oral and written.

Job Functions:

1. Coordinate with CHED International Affairs Service for TNHE, NCAIM, and IZN matters;
2. Undertake in-depth research on the history, milestones, highlights, gaps, opportunities, and ways forward in relation to the policy development and implementation of Philippine TNHE;
3. Conduct policy country assessments and evaluation of proposed partnerships of PHEIs (landscape of countries and Philippines' surrounding regions);
4. Conduct research and assessment of legitimacy of international activities;
5. Collate information, analyze data, and prepare reports on the investment opportunities on Philippine TNHE (as needed);
6. Perform communications research and monitor the progress of various communications strategies on Philippine TNHE;
7. Assist in processing of TNHE applications;
8. Maintain a database of TNHE applications received by CHED Regional Offices;
9. Assist in the conduct of regional events;
10. Attend relevant capacity building training for internationalization and TNHE;
11. Performs any other tasks necessary for the implementation of TNHE, NCAIM and IZN programs in the regions;
12. Performs other related tasks assigned by Regional Director.

Interested Applicant should submit the following documents through email at hrcaraga@ched.gov.ph

1. Application Letter
2. Personal Data Sheet (CS Form 212, revised; downloadable)
3. Transcript of Records and Diploma;
4. Certificate of Employment;
5. Certificate of Eligibility;
6. Certificate of Training Attended; and
7. Performance Rating for the last 2 rating periods or its equivalent.

Address Application Letter to:

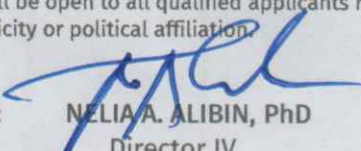
NELIA A. ALIBIN, PhD
Director IV
Commission on Higher Education
HEDC Building, CSU Compound, Ampayon, Butuan City

Deadline of Submission: February 25, 2025

Note:

All vacant positions shall be open to all qualified applicants regardless of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

Approved for Posting:


NELIA A. ALIBIN, PhD
Director IV

