**PUBLICATION OF VACANT POSITIONS**

**(In compliance with RA 7041)**

**The Construction Industry Authority of the Philippines (CIAP)** is an Equal employment Opportunity Principle (EEOP) advocate. We encourage and welcome qualified applicants regardless of disability, sexual orientation, gender identity/expression, age, religion, and ethnicity (2017 ORAOHRA, as amended and RA 10524).

**CONSTRUCTION MANPOWER DEVELOPMENT FOUNDATION (CMDF)**

Position Title : **ASSISTANT PROJECT DEVELOPMENT OFFICER**

Monthly Salary: 28,000.00

Place of Assignment: Makati City

Qualification Requirements:

* Any Four (4) year-course relevant to the position
* At least six (6) months of related work experience
* Has background in Marketing
* Technical Writing
* Computer literate

**JOB DESCRIPTION**:

* Assist in the preparation of communication, proposals, and presentation materials;
* Compiles and processes baseline and training-related data, statistics, and information for the preparation of strategies and initiatives to improve the delivery of trainings and capacity-building activities.
* Assist in forging partnership and collaboration with the third-party companies to promote HRD in the construction sector.
* Create graphic briefers, brochures, posters, and other information, Education and Communication (IEC) materials, and
* Acts as focal staff for social marketing and promotions.

Interested applicants are required to submit **one (1) set** of the following documents, for every position applied for:

* Application Letter
* PDS/Comprehensive Resume with **recent Photo**
* Copy of Transcript of Records and Diploma (Bachelor’s and /or Master’s Degree)
* Copy of Training/seminars attended or Mandatory Continuing Learning Education
* Copy of Certificate of CSC Eligibility/PD 907/RA 180 (copy of Bar Rating)
* Certificate of Employment (Previous and Present)

QUALIFIED APPLICANTS are advised to send through courier/email their application to:

**RUFINO H. TIVIDAD**

Chief Administrative Officer, AFMD

Const. Industry Authority of the Philippines (CIAP)

5Flr Executive Bldg. Center Gil Puyat Ext. corner Makati Avenue, Makati City

Email Address : [ciapjobs@construction.gov.ph](mailto:ciapjobs@construction.gov.ph)