

Position: ADVERTISING OFFICER II (EVENTS)

Place of Assignment: Business Development and Communications Group

Monthly Rate: Php 31,320.00

Mode of Employment: Contract of Service

No. of Vacancy: One (1)

Opening Date: NOVEMBER 15, 2024

Closing Date: NOVEMBER 30, 2024

Qualification Standards:

Education: Bachelor's Degree in Communication, or any degree relevant to the job

Experience: One (1) year of relevant experience

Training: Eight (8) hours of relevant training

Skills: Very satisfactory command of the English language, both oral and written

Job Responsibilities:

1. Events Management

- a. Contribute to the development of events plans of the agency (including costing, target audience, and program flow among others).
- b. Organize online and in-person events such as but not limited to: financial education webinars, technical trainings, and event partnerships from both the public and private sector to meet the targets of the agency for individuals reached annually.
- c. Assist in the documentary requirements for the conduct of events such as but not limited to letters, transmittal forms, budget proposals, venue bookings, and layout design of the venue among others.
- d. Ensure the management, contribution, and inventory of all marketing materials.
- e. Perform research on general public demand and explore ways to increase individuals reached through contacting organizers of forums and expos, and college- or university-based seminars to conduct financial literacy campaigns.

2. Client Management/Marketing Support Activities

- a. Assists in identifying, coordinating, and communicating with prospect resource speakers.
- b. Provides recommendations and action plans for the issues and challenges that may be encountered in a certain project or activity.

3. Administrative Functions

- a. Prepares Purchase Requests, conducts Market studies, and monitors all communications- and events-related procurement projects.
- b. Contributed to preparing monthly events reports for management presentations.
- c. Monitors and maintains the database of all events initiated by CIC.
- d. Performs other tasks as assigned by the Information Officer V or Senior Vice President for Business Development and Communications

Interested and qualified applicants should signify their interest in writing. Kindly address your application letter to:

Atty. Ben Joshua A. Baltazar

President and CEO

Attn: Jocelyn E. Vidal

Human Resource Management Officer IV

Office of the President

Submit the following documents, ALL IN PDF FORMAT to the provided link NOT LATER THAN the CLOSING DATE provided in this job posting: <https://tinyurl.com/CIC-COS-ApplicationForm>

1. Letter of Intent (addressed to the CIC President and CEO);
2. Fully accomplished Personal Data Sheet (PDS) with a recent passport-size picture (CS Form No. 212, Revised 2017) and;
3. Work Experience Sheet (WES) which can be downloaded at www.csc.gov.ph;
4. Performance rating in the present position for one (1) year;
5. Copy of certificate of eligibility/rating/license (if applicable);
6. Copy of Transcript of Records (TOR);
7. Copy of Diploma; and
8. Copy of Training Certificates

Document file name format:

[Last name, First name, MI] - [Type of document] - [Position being applied for]

Ex: Dela Cruz, Juan A. - PDS - Administrative Officer IV (Procurement Officer)

NOTE: ONLY APPLICATIONS SENT THROUGH THE ABOVE-MENTIONED LINK WITH COMPLETE REQUIREMENTS SHALL BE ENTERTAINED.

Equal Employment Opportunity:

Credit Information Corporation welcomes diversity and inclusive workplace thus we do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, disability status, or any other applicable characteristics protected by law.