



Poverty Reduction: The Heart of Business.

PBSP is the largest corporate-led social development foundation in the Philippines. We have nurtured and trained thousands of development professionals whose work helped transform the lives of millions of poor Filipinos.

Our job means more than just its pay. If you believe you can make a difference in other people's lives, we invite you to fill in:

SUMMARY OF JOB OPPORTUNITIES AS OF AUGUST 31, 2009

(Click on the position title to view its job summary and requirements.)

Unit: FOUNDATION AFFAIRS OFFICER Senior Foundation Affairs Officer Communications Officer	Unit: GENERAL SERVICES Senior GSU Officer Receptionist
Unit: MANAGEMENT INFORMATION SYSTEM Manager Database Administrator	Unit: SMALL & MEDIUM ENTERPRISE CREDIT Account Manager (Mindanao)
Unit: LUZON REGIONAL OPERATIONS Program Officer	
Unit: VISAYAS REGIONAL OPERATIONS Regional Manager	
Unit: MINDANAO REGIONAL OPERATIONS Finance & Administrative Officer	

Forward your resume, transcript of records and photo to:

THE HRD MANAGER

2/F Philippine Social Development Center, Magallanes cor Real Sts. Intramuros, Manila
 Tel: 527-7741 to 51/400-0899 > Fax: 527-3743

Email: hrd@pbsp.org.ph > **Website:** <http://www.pbsp.org.ph>

SENIOR FOUNDATION AFFAIRS OFFICER (Foundation Affairs Unit)

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The Tasks

Plans and ensures the timely delivery of quality in-house publications; takes charge of media relations and publicity assisted by institutional and communications officers who he/she supervises. Assists the Unit Manager in the design, execution/implementation, monitoring, and evaluation of institutional and program communications plans.

The Requirements

Interested applicant must have a college degree in Communication, Journalism, Broadcast Communication, Advertising or any related field. He/she must have at least 3 years of experience in a related field, 1-year experience as supervisor and an experience in publication/press work. Knowledge of social development is a definite advantage. He/she must have good writing/editing skills, with basic knowledge in print and visual production; must be able to relate and communicate with various publics; must be computer literate with basic knowledge of desktop publishing software.

COMMUNICATIONS OFFICER (MEDIA RELATIONS) (Foundation Affairs Unit)

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The Tasks

Ensures that PBSP is visible in traditional local media (TV, print newspaper and magazines, radio). Helps strengthen the PBSP brand and reputation through positive news and good media relations. Mobilizes local and international media to support PBSP work in poverty reduction and corporate citizenship.

The Requirements

Interested applicant must have a college degree in Broadcast Communication or Journalism. He/she must have worked in a television network, and must have experience in broadcast media, journalism, media or public relations. He/she must have excellent communication, PR and presentation skills, good writing, editing, organizing and interpersonal skills; good contacts with television networks, print media and radio; and good understanding of marketing communications. Knowledge of development work is a definite advantage.

SENIOR GSU OFFICER (General Services Unit)

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The Tasks

Assists the Unit Manager in the supervision of the administrative functions, specifically in overseeing the maintenance of the building and the supervision of janitorial, electrical and security services; designs and implements marketing programs for training and dormitory facilities; provides assistance to Bidding Award Committee (BAC) functions; and handles procurement requirements of the Foundation.

The Requirements

Interested applicant must have a college degree in Industrial / Business Management or any related field. He/she must have at least 3 years of experience in general administrative functions in supervisory capacity, and must be knowledgeable on government regulations or documentation pertaining to real properties and non-life insurance. He/she must have excellent negotiation, communication and presentation skills.

RECEPTIONIST (General Services Unit)

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The Tasks

Receives, screens and attends to PBSP visitors; Assists in the efficient and effective discharge of administrative and logistical support functions of the unit.

The Requirements

Interested applicants must have at least a college degree in Secretarial, General Clerical, or Office Administration. He/she must have at least 6 months of related experience, a pleasing personality, a good command of both the English and Filipino languages and must be computer literate.

MANAGER (Management Information System Unit)

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The Tasks

Oversees the implementation of the Foundation's management information system and provides direct supervision to the MIS unit staff.

The Requirements

Interested applicants must have a Master's unit in Computer Science, Computer Engineering, or related fields. He/she must have at least 3 years of managerial experience in Management Information System (MIS) preferably 3 years in supervisory capacity. He/she must have excellent conceptual, communication, technical writing and interpersonal skills.

DATABASE ADMINISTRATOR (Management Information System Unit)

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The Tasks

Ensures that the institutional information function such as system development and database enhancement, system maintenance and technical consultancy, is operationalized

The Requirements

Interested applicants must have a college degree in Computer Science or Information Technology or related fields. He/she must have at least 3 years of experience in system development, database administration, preferably in supervisory capacity. He/she must have good conceptual, communication, technical writing and interpersonal skills.

ACCOUNT MANAGER – (Mindanao) (Small and Medium Enterprise Credit Unit)

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The Tasks

Evaluates and manages credit risks of Intermediary Financial Institutions (IFIs) under a wholesale lending program designed to expand Small and Medium Enterprise (SME) loans; recommends actions to the credit committee as a result of credit review; and provides continued close attention to and monitoring of IFIs under his/her supervision. He/she classifies accounts and performs corrective actions; and assists in the development and implementation of an enterprise support program that encompasses training, research and policy advocacy to strengthen competencies of SMEs and IFIs.

The Requirements

Interested applicant must have a college degree in Business, Banking and Finance or Economics, preferably with a Master's Degree. He/she must have a minimum of 3 years relevant work experience in financial accounting and analysis, account management, operations in banking, and credit management. He/she must have excellent marketing presentation and technical writing skills, and exceptional leadership qualities. Substantial exposure to SME market and operations is an advantage.

PROGRAM OFFICER (Luzon Regional Operations)

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The Tasks

Operationalizes the program strategy through the implementation and coordination of programs/projects in the assigned area.

The Requirements

Interested applicants must have a college degree in Community Development or in any related field. He/she must have at least 2 years of professional experience in project management in a development organization. He/she must have a working knowledge of Institution Building, Community Organizing, and Environmental Management. He/she must have good oral and written communication, negotiation, facilitation and interpersonal skills.

REGIONAL MANAGER (Visayas Regional Operations)

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The Tasks

Prepares and supervises the implementation of the unit work program and plans in accordance with the directives set by the Board of Trustees, the President, the Executive Director and the Group Director.

The Requirements

Interested applicant must hold an advanced degree in Social Science, Management or any related field. He/she must have at least 5 years of experience in Community Organizing, Institution Building, Enterprise Development and Environmental Management in a supervisory or managerial level, preferably in a similar organization. He/she must be competent in development, monitoring and evaluation. He/she must have excellent interpersonal and communication skills and must have the ability to interact with government officials, donor agency representatives, member companies and partner NGOs.

FINANCE & ADMINISTRATIVE OFFICER (Mindanao Regional Operations)

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The Tasks

Provides efficient and effective administrative support to the Regional Operations and updates MRO's financial information for sound management decisions.

The Requirements

Interested applicant must have a college degree in Accountancy or any related course, preferably a Certified Public Accountant or with MBA units. He/she must have at least 2 years of supervisory experience in Bookkeeping, Auditing; Human Resource and Finance Management in a similar organization. He/she must have adequate exposure on PBSP's financial systems and procedures. He/she must have excellent interpersonal and communication skills and must have the ability to interact with government officials, donor agency representatives, member companies and partner NGOs.