

POSITION DESCRIPTION

A. TITLE OF POSITION	:	JUNIOR POLICY OFFICER
Type of Position	:	Non-supervisory
Date	:	May 27, 2011
Reporting Relationships	:	Reports to Policy and Legislation Unit Head

B. GENERAL DESCRIPTION

- The Junior Policy Officer shall provide technical assistance to the Senior Policy Officer and Policy and Legislation Unit Head (PLUH) on policy and legislation consistent with the goals, objectives and outputs of the LCP annual and medium term plans.

C. DUTIES AND RESPONSIBILITIES

- Develop policy development tools
- Research relevant policy issues
- Write policy briefs/digests
- Attend and take down notes during Congressional Hearings, Staff Meetings, NEB Meetings, and other relevant meetings
- Prepare policy papers, position papers
- Write articles for LCP publication and website

D. QUALIFICATION REQUIREMENTS

1. Education
 - Bachelor's degree holder on political science, public administration and other relevant field
2. Experience
 - Two (2) years experience in related work
3. Competencies
 - Technical
 - Knowledge in Local Government Code
 - Policy development
 - Advocacy
 - Understanding of the legislative process
 - Legal writing – ability to draft legal documents (i.e. resolutions, MOA, MOU)
 - Report writing
 - Research skills
 - Speech writing
 - Diplomacy
 - Core
 - Work quality
 - Work Habits and Productivity
 - Administrative Efficiency
 - Effective interpersonal understanding
 - Oral Communication Skills
 - Written Communication Skills
 - Adaptability
 - Customer service orientation

- Stress tolerance
- Computer literacy
- Familiarity with the use of office equipment
- Personal values are compatible with the organization's work ethics and standards

E. SUPERVISORY RESPONSIBILITY: n/a