

POSITION DESCRIPTION

- A. TITLE OF POSITION** : PROGRAM OFFICER FOR POLICY AND LEGISLATION (POPL)
- Type of Position** : Supervisory
- Reporting Relationships** : Directly reports to the Deputy Executive Director for Policy, Programs and projects And (DEDPPP) /or the Executive Director (ED) as necessary

B. GENERAL DESCRIPTION

- The POPL shall provide technical assistance to the DEDPPP and Executive Director on policy and legislation consistent with the goals, objectives and outputs of the LCP annual and medium term plans.
- Supervise the work of Senior and Junior Policy Officers

C. DUTIES AND RESPONSIBILITIES

- Attend meetings and public hearings
- Recommend policies for National Executive Board (NEB) adoption or deliberation
- Draft position papers, policy papers relating to the advocacies of the League
- Formulate policy agenda
- Write reports
- Conducts unit meetings
- Performs other functions that may be assigned from time to time by the ED and DEDPPP

D. QUALIFICATIONS AND REQUIREMENTS

1. Education
 - Bachelor's degree in political science, public administration or other social sciences
2. Experience
 - Three (3) years relevant experience in local governance
3. Technical Competencies
 - Knowledge of the Local Government Code
 - Understanding of the Laws and issues relevant to Local Governance
 - Analytical Skills
 - Policy development
 - Understanding of the legislative process
 - Report writing
 - Research skills
 - Legal writing
 - Lobbying
 - Speech writing

- E. SUPERVISORY RESPONSIBILITY:** Supervises the Junior and Senior Policy Officers