

POSITION DESCRIPTION

- A. TITLE OF POSITION** : PROGRAM OFFICER FOR POLICY AND LEGISLATION (POPL)
Type of Position : Supervisory
Reporting Relationships : Directly reports to the DEDPPP and/or the Executive Director 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 NEB adoption or deliberation
- Draft position papers, policy papers relating to the advocacies of the League
- Formulate policy agenda
- Write reports
- Conducts unit meetings
- Performance counselling
- Performance mentoring
- Coordinate with Legislative Liaison Consultant and Legal Consultant
- 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. Competencies
 - Technical
 - Knowledge of the Local Government Code
 - Understanding of the Laws and issues relevant to Local Governance
 - Analytical Skills
 - Policy development
 - Advocacy
 - Understanding of the legislative process
 - Problem-solving
 - Report writing
 - Research skills
 - Legal writing
 - Lobbying
 - Effective negotiation
 - Speech writing
 - Conducting effective meetings
 - Team Facilitation and Coordination
 - Monitoring and Evaluation
 - Diplomacy
 - Managerial
 - Planning
 - Organizing
 - Leading
 - Controlling
 - Decision Making

- Crisis Management
 - Conflict Management
- Core
- Oral Communication Skills
 - Written Communication Skills
 - Adaptability
 - Administrative efficiency
 - Work Quality
 - Work Habits and Productivity
 - Effective interpersonal understanding
 - Customer service orientation
 - Stress tolerance
 - Computer Literacy
 - Familiarity with the use of Office Equipment
 - Personal values are compatible with organizational works, ethics, and standards

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