

POSITION DESCRIPTION

A. TITLE OF POSITION	:	SENIOR POLICY OFFICER
Type of Position	:	Non-Supervisory
Date	:	May 27, 2011
Reporting Relationships	:	Reports directly to the Program Officer for Policy and Legislation (POPL)

B. GENERAL DESCRIPTION

- The Senior Policy Officer shall provide technical assistance to the POPL and DEDPPP on policy and legislation consistent with the goals, objectives and outputs of the LCP annual term plans

C. DUTIES AND RESPONSIBILITIES

- Drafts resolutions and forward it to the DEDPPP for review and comment
- Represents LCP in congressional hearings, workshops, technical working groups, NGA meetings and provide substantive inputs therein and propose alternatives and recommendations
- Writes reports, policy briefs/digests
- Prepare policy and position papers
- Draft speeches
- Research relevant policy issues
- Coordinate with Legislative and Legal Consultants
- Develop policy development tools
- Performs other functions as may be assigned

D. QUALIFICATION REQUIREMENTS

1. Education
 - Bachelor's degree holder in political science, public administration and other relevant courses
2. Experience
 - Three (3) years experience in public policy development
3. Competencies
 - Technical
 - Knowledge of the Local Government Code
 - Understanding of Laws and Issues relevant to Local Governance
 - Policy development
 - Advocacy
 - Understanding of the legislative process
 - Report writing
 - Speech writing
 - Research skills
 - Legal writing– ability to draft legal documents (i.e. resolutions, MOA, MOU)
 - Lobbying - effective negotiation
 - Conducting effective meetings
 - Diplomacy
 - Core
 - Oral Communication Skills
 - Work Quality
 - Work Habits and Productivity
 - Effective interpersonal understanding
 - Adaptability

- Customer service orientation
- Stress tolerance
- Administrative efficiency
- Personal values are compatible with organizations works, ethics and standards

E. SUPERVISORY RESPONSIBILITY : none