



NOTICE OF VACANCY

(For Active Pooling)

The Philippine Mining Development Corporation (PMDC) is looking for applicants for the following positions with these qualifications:

COMMUNITY RELATIONS OFFICER

Qualification Standards:

Education : Bachelor's Degree in Communication, Public Administration, Social Sciences, Business and Development Studies or any related course
Experience : With at least one (1) year of relevant work experience;
Training : At least 4 hours of relevant training

Duties and Responsibilities:

1. Monitors the submission by Partner/Operators to PMDC of their respective Social Development and Management Programs (SDMP) and Community Development Programs (CDP), as well as SDMP and CDP Accomplishment Reports;
2. Evaluates compliance with the requirements of the MGB of the Social Development and Management Programs/Community Development Programs, as well as the SDMP/CDP Accomplishment Reports, submitted by the Partners/Operators;
3. Conducts on-site validation of the SDMP/CDP declared by Partners/Operators in their reports;
4. Monitors the implementation of the projects/programs under the SDMPs/CDPs;
5. Provides assistance to the Partners/Operators in implementing their SDMPs/CDPs in project areas, whenever necessary;
6. Provides assistance to the Project Managers in conducting activities related to Information, Education, and Communication (IEC)/PMDC's Introduction to the Community;
7. Assists the Community Development Officer in the planning, implementation, monitoring, and evaluation of the Company's CSR projects/programs in its mining areas;
8. Represents the Company in meetings and conferences as may be directed by her superior;
9. Submits all required reports, draft memoranda, etc., within the prescribed timeline; and,
10. Performs other functions/ tasks as may be assigned

PMDC is dedicated to building a diverse and inclusive workforce.

We value the unique contributions of all individuals and do not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, or any other characteristic protected by law.