

Cultural Center of the Philippines

CAREER OPPORTUNITY

REGION : NCR; AGENCY : Cultural Center of the Philippines;
PLACE OF ASSIGNMENT: CCP-Marketing Department; Market Development Division; POSITION /TITLE: Division Chief III; SG-24; Item # 295

QUALIFICATION STANDARDS:

Education : Master's Degree or Certificate in Leadership and Management from the CSC
Experience : 4 years of supervisory/management experience
Training : 40 hours supervisory/management learning and development intervention undertaken within the last 5 years
Eligibility : Career Service Professional/Second Level Eligibility

PREFERENCES:

1. Graduate of Marketing, Arts Management, Communication Arts, Business Administration, Management or other related courses.
2. At least 4 years experience key positions involving management and supervision which includes 2 years in Marketing; a year of experience in the field of arts and culture is an advantage.
3. With training in strategic marketing and supervision; marketing the arts; product development and management; customer service; effective communication; and other relevant training programs.
4. With knowledge in the preparation of marketing plan; strategic marketing; corporate sponsorship; project/program management; effective marketing practices; Philippine arts and culture; social media; arts management; and MS Office (Word, Excel, Powerpoint)
5. With critical thinking skills; people handling skills; presentation skills; customer service skills; planning and organizing skills; problem solving and decision-making skills; time management skills; effective communication skills; networking skills; and transactional analysis.
6. Creative and innovative; resourceful; with attention to details; excellent delivery of work; ability to multi-task; and pro-active.

COMPETENCIES:

- **Networking Skills**
Superior: Enhances networking activities to achieve CCP's objectives
- **Negotiation Skills**
Superior: Leads the conduct of negotiation activities
- **Frontline Service Skills**
Superior: Gives customer satisfaction and has made ticket buyer to a higher level of commitment by making them subscriber and/or donor/ sponsor
- **Market Development**
Superior: Enhances networking activities to achieve CCP's objectives
- **Basic Computer Skills**
Intermediate: Applies computer skills in work using MS Office applications
- **Speaking Effectively**
Superior: Facilitates and influences target audience such as the Heads of the Agency and External Partners/Clients Focus of communication is to relay information, to build motivation and call for action
- **Writing Effectively**
Superior: Designs and/or sets standards for a written material used within the bureaucracy while demonstrating independence producing written work
- **Delivering Excellence**
Superior: Builds and shapes the CCP's service culture and strategy; provides leadership in service delivery through highest degree of responsibility, intelligence and skills
- **Valuing Diversity**
Superior: Creates a culture of mutual trust and respect and one that values diversity in the organization.
- **Innovativeness**
Superior: Promotes a culture and discipline of challenging the status quo and seeking for and applying improvements

- **Strategic Leadership**
Intermediate: Ensures that others support the CCP's mission, goals, agenda, climate, and policy.
- **Leading Change**
Intermediate: Ensures the effective implementation of any change initiatives/programs of the CCP by guiding the team in the transition process
- **People Development**
Intermediate: Motivates, trains, coaches and mentors people towards achieving quality results
- **People Performance Management**
Intermediate: Monitors employee performance regularly to help employee improve his/her performance
- **Partnering and Networking**
Intermediate: Builds and develops local partnerships and networks and identifies to deliver or enhance work outcomes

DUTIES AND RESPONSIBILITIES:

1. Creates, reviews and manages the preparation and packaging/presentation of market development proposals for potential revenue-generating opportunities. Broaden the participation of both the public and private sectors in the sponsorship and membership programs of the Center. Cultivate donor of relationship to generate incremental funding of various projects and programs of the Center.
2. Initiates and recommends policy directions, implementation strategies and other programs or activities on market development for the approval of the CCP Management.
3. Leads the conduct of negotiation activities by effectively exploring alternatives and positions with multiple decision makers, work groups and steering committees in order to reach successful outcomes that gain support and acceptance of all parties.
4. Manages/resolves issues and conflicts using effective communication strategies and techniques, conflict resolution skills, and appropriate approaches in handling disagreements and disputes.
5. Enhances networking activities with various individuals, groups and entities to achieve the CCP's objectives, creates future opportunities, and initiates success in all its endeavors.
6. Works to promote the CCP's goals, priorities and achievements in the community for the greater interests of the public.

Applicants are requested to submit the following to the CCP-Human Resource Services Division or email at ccp_personnel@yahoo.com on or before **15 December 2018**:

1. Letter of application
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form 212 Revised 2017) which can be downloaded at www.csc.gov.ph
3. Work Experience Sheet which can be downloaded at www.csc.gov.ph
4. Authenticated Copy of Diploma and Transcript of Records
5. Authenticated Copy of the Civil Service Certificate of Eligibility/Authenticated PRC ratings
6. Certificates of training (Photocopy and original for verification)
7. Certificate of employment (Photocopy and original for verification)
8. Performance Evaluation Report (**with very satisfactory rating in the last rating period**) for applicants currently in government service

For Nos. 4, 5, 6 & 7 a review of the existing credentials of internal applicants will be done in coordination with the Human Resource Services Division.

INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

Cultural Center of the Philippines

CAREER OPPORTUNITY

REGION : NCR ; AGENCY : Cultural Center of the Philippines;
PLACE OF ASSIGNMENT: CCP – Philippine Philharmonic Orchestra;
Orchestra Arts Development Division; POSITION /TITLE: Orchestra Director;
SG – 26; Item # 42

QUALIFICATION STANDARDS:

Education : Master's Degree or Certificate in Leadership and Management from the CSC
Experience : 5 years of supervisory/management experience
Training : 120 hours supervisory/management learning and development intervention
undertaken within the last 5 years
Eligibility : Career Service Professional/Second Level Eligibility

PREFERENCES:

1. Graduate of Bachelor of Music or equivalent.
2. Master's degree in Arts Management, Music, Business Management or any related courses. Doctorate degree is an advantage.
3. With at least 2 years experience in managing musical organizations or groups.
4. With significant exposure in the field of music or orchestra on an international level.
5. With experience in orchestra management; arts management and human resource management.
6. With training in arts management and orchestra management.
7. With knowledge on classical music, symphonic music; music theories; different music genres; business management; and strategic marketing.
8. Possesses marketing skills; leadership skills; planning and organization skills; problem-solving and decision-making skills; effective communication skills.
9. With distinctive sight-reading skills.
10. Creative; innovative; and with exemplary level of self-discipline and good work ethics.

COMPETENCIES:

- **Resource Development**
Superior: Plans, organizes, and reviews the implementation of resource development activities
- **Basic Computer Skills**
Intermediate: Applies computer skills in work using MS Office applications
- **Writing Effectively**
Superior: Designs and/or sets standards for a written material used within the bureaucracy while demonstrating independence producing written work
- **Speaking Effectively**
Superior: Facilitates and influences target audience such as the Heads of the Agency and External Partners/Clients Focus of communication is to relay information, to build motivation and call for action.
- **Delivering Excellence**
Superior: Builds and shapes the CCP's service culture and strategy; provides leadership in service delivery through highest degree of responsibility, intelligence and skills
- **Valuing Diversity**
Superior: Creates a culture of mutual trust and respect and one that values diversity in the organization
- **Innovativeness**

Superior: Promotes a culture and discipline of challenging the status quo and seeking for and applying improvements

- **Strategic Leadership**

Superior: Exemplifies to and leads others to support the CCP's vision, mission, values, goals and objectives.

- **Leading Change**

Advanced: Addresses the interests and objections of all the stakeholders involved in the change process

- **People Development**

Advanced: Creates a work environment that encourages individuals to strive and reach their full potential

- **People Performance Management**

Advanced: Guides others on the performance management system process and coaches staff on their performance problems

- **Partnering and Networking**

Advanced: Strengthens local partnership and networks to deliver or enhance work outcomes

DUTIES AND RESPONSIBILITIES:

1. Leads in the development of the strategic plan of the PPO in line with its vision, mission and objectives and aligned with the overall strategies of the Cultural Center of the Philippines.
2. Leads the development of programs/activities and conducts mid and post evaluation.
3. Monitors the implementation of project/programs and its corresponding resources, budget, personnel, time and scheduling.
4. Mobilizes patrons and partners to support the PPO and represents the orchestra on matters pertaining to planning, programming, logistics, finance and other relevant concerns.
5. Recommends partnership agreement for consideration of higher authorities, conducts assessment on established partnerships, and makes recommendations for enhancements or guidelines development/improvement.
6. Identifies approaches and strategies to address gaps in project/program implementation. Formulates and recommends policies based on partnership project/program results and impacts.
7. Makes sound decisions on relevant issues and concerns and relays the matter to the orchestra for implementation.
8. Sets the best example of respectful behavior, positive work attitude and professionalism toward fellow musicians, guest artists and conductors.
9. Acts as juror in auditions during recruitment, selection, placement and promotion.

Applicants are requested to submit the following to the CCP-Human Resource Services Division or email to ccp_personnel@yahoo.com on or before **07 December 2018**:

1. Letter of application
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form 212 Revised 2017) which can be downloaded at www.csc.gov.ph
3. Work Experience Sheet which can be downloaded at www.csc.gov.ph
4. Diploma and Transcript of Records (Photocopy and original for verification)
5. Authenticated Copy of the Civil Service Certificate of Eligibility/Authenticated PRC ratings
6. Certificate of employment (Photocopy and original for verification)
7. Certificate of training (Photocopy and original for verification)
8. Performance Evaluation Report in the present position for one (1) year (**with very satisfactory rating**) for applicants currently in government service

For Nos. 3, 4, 5 & 6 a review of the existing credentials of internal applicants will be done in coordination with the Human Resource Services Division.

INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

Cultural Center of the Philippines

Career Opportunity

REGION : NCR ; AGENCY : Cultural Center of the Philippines;
PLACE OF ASSIGNMENT: CCP – Philippine Philharmonic Orchestra;
Orchestra Arts Development Division; POSITION /TITLE: Orchestra Member IV (Viola);
SG – 18; Item # 105

QUALIFICATION STANDARDS:

Education : Completion of two years studies in college
Experience : 3 years of relevant experience
Training : 16 hours of relevant training
Eligibility : None required (MC 11, s. 1996 Cat. III)

PREFERENCES:

1. Graduate of Bachelor of Music or equivalent.
2. Has been a member of a local or foreign orchestra.
3. Has played or performed with various orchestras, chamber groups, bands or music ensembles.
4. Has participated in a Masterclass relevant to playing the Viola.
5. Has attended relevant workshops or trainings in music.
6. With refined level of techniques in playing Viola; classical music; orchestral music; basic computer.
7. With excellent sight-reading skills; musicianship; musicality; critical thinking; time management; effective communication skills; interpersonal skills; multi-tasking skills.
8. Possesses absolute sense of pitch, rhythm and intonation; overall musicality appropriate for a professional orchestra; artistic excellence; attention to details; creativity and innovativeness; team player; highly disciplined.

COMPETENCIES:

- **Playing Musical Instruments**
Advanced: Leads others in the performance of musical pieces and orchestral works
- **Basic Computer Skills**
Basic : Applies basic computer skills in work using basic MS Office applications
- **Speaking Effectively**
Intermediate: Effectively delivers messages that require some planning for the method used and the possible reception to the message (audience may be a controlled group, i.e., team/s, departments)
- **Writing Effectively**
Intermediate : Edits existing or customizes available communication materials to produce an appropriate written work
- **Delivering Excellence**
Advanced : Serves as a good role model on professionalism and ethics to staff/peers; anticipates, identifies and manages stakeholders' standards and requirements towards

excellent customer service through improving sense of responsibility, intelligence and skills

- **Valuing Diversity**

Advanced: Leads others in valuing diversity and monitors and adjusts own behavior.

- **Innovativeness**

Advanced: *Produces novel, out-of-the-box ideas to improve or replace existing practices and procedures*

DUTIES AND RESPONSIBILITIES:

1. Performs assigned musical pieces and orchestral works with high degree of performance quality.
2. Exhibits mastery of the playing technique in performing the assigned music scores during rehearsals and performances.
3. Participates in all official activities of the orchestra.
4. Supports the music leaders of the orchestra by promoting and maintaining a harmonious working environment among colleagues and peers.
5. Supports the Principal Orchestra Member in implementing the plans, programs and activities of the Section and the entire orchestra.
6. Performs solo parts, as indicated in various musical pieces and orchestral works, assigned from time-to-time by the Music Director.

Applicants are requested to submit the following to the CCP-Human Resource Services Division or email to ccp_personnel@yahoo.com on or before **December 07, 2018**:

1. Letter of application
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form 212 Revised 2017) which can be downloaded at www.csc.gov.ph
3. Work Experience Sheet which can be downloaded at www.csc.gov.ph
4. Diploma and Transcript of Records (Photocopy and original for verification)
5. Certificate of employment (Photocopy and original for verification)
6. Certificate of training (Photocopy and original for verification)
7. Performance Evaluation Report in the present position for one (1) year (**with very satisfactory rating**) for applicants currently in government service

For Nos. 3, 4, 5 & 6 a review of the existing credentials of internal applicants will be done in coordination with the Human Resource Services Division.

INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

Cultural Center of the Philippines

Career Opportunity

REGION : NCR; AGENCY : Cultural Center of the Philippines;
PLACE OF ASSIGNMENT: CCP-Marketing Department; Sales and Promotions Division;
POSITION /TITLE: Sales Representative III; SG-10; Item # 294

QUALIFICATION STANDARDS:

Education : Completion of 2 years studies in college
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : Career Service (Sub-professional) First Level Eligibility

PREFERENCES:

1. Graduate of Marketing, Business Management , Entrepreneurship, Communication Arts/Multimedia Arts/Mass Communication, Arts Management, Hospitality Management, Tourism or any other courses related to business or customer service.
2. At least 2 years in the field of customer support and customer service.
3. At least 1 year experience in secretarial, clerical and administrative functions.
4. Training on office management, customer service, effective communication, telemarketing, marketing and sales techniques or other relevant training programs.
5. Knowledge in marketing reports, business communications, marketing principles, theories and effective practices, Philippine arts and culture, computer programs such as Microsoft Office (Word, Excel and Powerpoint).
6. Good oral and communication skills, critical thinking, people skills, customer service skills, time management skills and networking skills.
7. Creative and innovative, with attention to details, independent and reliable, resourceful, excellent delivery of work, completed staff work.

COMPETENCIES:

- **Advertising, Marketing and Sales**
Intermediate : Brings advertising offerings into wide array to specific markets
- **Networking Skills**
Basic: Assists in networking activities to achieve CCP's objectives.
- **Negotiation Skills**
Basic: Applies negotiation principles in arriving at win-win agreements.
- **Frontline Service Skills**
Basic: Answers telephone inquiries and attends to walk-in clients
- **Computer Skills**
Advanced: Guides and coaches others on the operation of computers
- **Speaking Effectively**
Intermediate: Effectively delivers messages that require some planning for the method used and the possible reception to the message (audience may be a controlled group, i.e., team/s, departments)
- **Writing Effectively**
Intermediate: Edits existing or customizes available communication materials to produce an appropriate written work

- ***Delivering Excellence***
Intermediate : Upholds the values of the center in every action and decision, and adds value to customers' standards and requirements.
- ***Valuing Diversity***
Intermediate: Values differences and promotes good working relationships within the organization and with stakeholders with tact and diplomacy.
- ***Innovativeness***
Intermediate: Contributes new ideas, approaches, and solutions

DUTIES AND RESPONSIBILITIES:

1. Utilizes advertising products into broader spectrum of market segments or niche.
2. Reaches the farthest and nearest customers and prospects through strategic means using creativity and technology.
3. Assists in the networking activities of the Division to achieve CCP's objectives by establishing and maintaining effective relations with units and individuals in work group or working effectively with various organization and entities to meet CCP's goals.
4. Maintains an established network of contacts for general information sharing and to keep on top of external and internal issues and concerns.
5. Applies negotiation principles in arriving at win-win agreement with understanding on the needs and interest of the other party involved in order to arrive at a solution/agreement acceptable to both parties.
6. Answers telephone inquiries and attends to walk –in clients with efficient and effective customer service.
7. Renders ticketing service support such as sales, printing, pullout and distribution.

Applicants are requested to submit the following to the CCP-Human Resource Services Division or email at ccp_personnel@yahoo.com on or before **December 15, 2018**.

1. Letter of application
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form 212 Revised 2017) which can be downloaded at www.csc.gov.ph
3. Work Experience Sheet which can be downloaded at www.csc.gov.ph
4. Authenticated Copy of Diploma and Transcript of Records
5. Authenticated Copy of the Civil Service Certificate of Eligibility/Authenticating PRC ratings
6. Certificates of training (Photocopy and original for verification)
7. Certificate of employment (Photocopy and original for verification)
8. Performance Evaluation Report in the present position for one (1) year (**with very satisfactory rating**) for applicants currently in government service

For Nos. 4, 5, 6 & 7 a review of the existing credentials of internal applicants will be done in coordination with the Human Resource Services Division.

INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED