



## LEAGUE OF CITIES OF THE PHILIPPINES

Protecting the interests of cities, the League of Cities of the Philippines (LCP) is committed to bringing its local urban governance agenda to the forefront of the country's development strategies. As the mandated organization of all Philippine cities, the LCP believes effective national consciousness change starts with local government units' primary vision.

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### **Terms of Reference**

#### **Deputy Executive Director for Policy, Programs, and Projects**

##### **Summary**

The DEDPPP shall ensure the effective and efficient operations of programs and projects consistent with the goals, objectives and outputs of annual and medium term and strategic plans. The DEDPPP shall also ensure the implementation of policy and legislation, and advocacy.

##### **Duties and Responsibilities**

1. Overall supervision over the Policy, Program and Projects Unit Heads
2. Prepare and review policy papers, position papers and submit initial recommendation to
3. the Executive Director
4. Prepare the annual work plan of the Policy, Programs and Projects
5. Review project reports, activity reports, project proposals and submit initial
6. recommendation to the Executive Director
7. Prepare reports
8. Prepare the menu of LCP priority policy issues
9. Review and contribute substantial input on the content of LCP knowledge management
10. products
11. Attend senate/congress committee hearings and meetings with National Line Agencies
12. Leads in the expansion of network for future partnerships on programs and projects with
13. other institutions
14. Leads in formulating and developing policy and environmental agenda
15. Ensuring and effective delivery of projects and programs
16. Conducts effective meetings (unit and department meetings)
17. Lobbying on relevant issues affecting the organization's priorities and concerns
18. Performance Counselling



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### **Selection Criteria**

1. Master's Degree relevant to the work or its equivalent.
2. Five (5) years experience in governance work of senior management position in public and/or private sector
3. Demonstrated strength in written and oral communications in English

### **Supervisory Responsibility**

Yes. Supervises all staff under the Policy, Programs, and Projects department.

### **Compensation**

Salary Grade 24