



## 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 Senior Policy Officer**

#### **Summary**

The **Senior Policy Officer** shall provide technical assistance to the Program Officer for Policy and Legislation (POPL), the Deputy Executive Director for Policy, Programs, and Projects (DEDPPP), and the Executive Director on policy and legislation consistent with the goals, objectives, and outputs of the LCP annual plans.

#### **Duties and Responsibilities**

1. Develop policy briefs, position papers, resolutions, and speeches
2. Conduct research on relevant and emerging policy issues
3. Represent the LCP and participate in Congressional and Senate hearings and various technical working groups and committees in national government agencies
4. Coordinate with legislative and legal consultants and experts
5. Develop policy development materials
6. Perform other functions as may be assigned

#### **Selection Criteria**

1. Bachelor's degree in political science, public administration, and other relevant courses
2. Minimum of three (3) years experience in public policy development
3. Knowledgeable of the Philippine Local Government Code and other relevant laws related to local governance
4. Knowledgeable of the Philippine legislative process
5. Demonstrated strength in written and oral communications in English
6. Strong research and analytical skills with the ability to produce reports, policy papers, and speeches



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7. Ability to develop legal documents such as resolutions, partnership agreements, and MOUs
8. Demonstrated skills for lobby work and advocacy planning

### **Supervisory Responsibility**

None

### **Compensation**

Salary Grade 20