



Republic of the Philippines
Philippine Sports Commission
Office of the President



NOTICE FOR POSTING OF VACANT POSITION

Dear Personnel Office,

The **Marketing and Corporate Partnerships Committee** has two (2) Marketing Officers available for hiring. Hence, we kindly request your assistance in posting this announcement to our bulletin board in the lobby.

Please be guided by the following:

JOB DESCRIPTION:

- To draft correspondences, reports, and other pertinent documents as may be required;
- To ensure proper utilization of all sponsorships, including the proper filing of documents, the transparency of all transactions, and the documentation of actual events sponsored;
- Liaise with stakeholders and vendors to promote the success of activities and enhance the company's presence
- Assist the office in the conduct of market research to identify opportunities for promotion and growth
- To coordinate the drafting of the Memorandum of Agreements (MOAs) with sponsor organizations, as well as the facilitation of the implementation of the said agreements;
- Responds to emails and other digital queries and correspondence
- Prepares meeting agendas and takes meeting minutes
- Perform other duties as may be directed by the supervisor

JOB QUALIFICATIONS:

- Bachelor's degree in marketing, communications, business administration or related field;
- Fresh graduates are welcome to apply;
- Excellent communication skills both oral and written;
- Adept multitasker with the ability to quickly prioritize and organize;
- Proficient in using Microsoft Suite and marketing digital/ editing software (Adobe, InDesign, Canva, etc.)
- Strong critical thinking and problem-solving skills;
- Copywriting and graphic/digital design experience preferred.

Sincerely,

JAN ERROL B. FACUNDO, MMPA
Head, Marketing and Corporate Partnerships Committee



PHILIPPINE SPORTS COMMISSION

P. Ocampo St. Malate, Manila



WE ARE HIRING!!! MARKETING OFFICER I

Two (2) **Contract of Service (COS)** vacancies are available for assignment to the **Marketing and Corporate Partnerships Committee**.

Job Description:

- To draft correspondences, reports, and other pertinent documents as may be required;
- To ensure proper utilization of all sponsorships, including the proper filing of documents, the transparency of all transactions, and the documentation of actual events sponsored;
- Liaise with stakeholders and vendors to promote the success of activities and enhance the company's presence.
- Assist the office in the conduct of market research to identify opportunities for promotion and growth.
- To coordinate the drafting of the Memorandum of Agreements (MOAs) with sponsor organizations, as well as the facilitation of the implementation of the said agreements;
- Responds to emails and other digital queries and correspondence.
- Prepares meeting agendas and takes meeting minutes.
- Perform other duties as may be directed by the supervisor.

Qualifications:

- Bachelor's degree in marketing, communications, business administration or related field;
- Fresh graduates are welcome to apply;
- Excellent communication skills both oral and written;
- Adept multitasker with the ability to quickly prioritize and organize;
- Proficient in using Microsoft Suite and marketing digital / editing software (Adobe, InDesign, Canva, etc.)
- Strong critical thinking and problem-solving skills;
- Copywriting and graphic/digital design experience preferred.

Kindly submit the following documents for your application with Subject Title <Family Name-Marketing Officer Application> to hr@psc.gov.ph:

- Application letter addressed to:
HON. RICHARD E. BACHMANN
Chairman
Philippine Sports Commission

Through: PAULO FRANCISCO C. TATAD
Executive Director
- Curriculum vitae
- Personal Data Sheet (form is downloadable from <http://www.csc.gov.ph>)
- Transcript of Records