

Location	Intramuros, Manila
Position	VP, CORPORATE SERVICES
Duties and Responsibilities	<p>1.Oversee the administrative division structure and nurture the emergence of functioning teams in the organization, to ensure greater institutional coherence, collaborative culture and collective delivery of impactful results.</p> <p>2.Develop, enhance, implement and enforce policies and procedures that will ensure transparency, accountability and effectiveness across the organization.</p> <p>3.Oversee the management of Information Technology functions within the to ensure all work processes and procedures to enhance performance and productivity in the organization.</p> <p>4.Lead the formulation and ensuring proper implementation and monitoring of policies and programs relating to business continuity management, and procurement of assets, services and works.</p> <p>5.Determines operational capabilities of the Corporate Services Group and develops and prescribes Group operational objectives, policies and plans, and oversees their implementation.</p> <p>6.Leads and directs Division Heads within the Corporate Services Group and ensures that respective tasks are performed effectively and efficiently.Oversee and supervise the CIIF procurement process.</p> <p>7.Takes the lead in presenting to the Board of Trustees matters concerning operational updates, output, deliverables, action plans, programs, and recommendations, among others, of assigned Group.</p> <p>8.Performs other duties as may be assigned by immediate superior from time to time.</p>
Education	Graduate of a 4-year business course Master's degree in a business/behavioral-related field may be advantageous.

Skills Required	<p>Excellent knowledge of multilateral and bilateral development of finance institution policies, guidelines and procedures, especially with respect to human resources, general services and information systems.</p> <p>Demonstrated ability to manage complex institutional arrangements that deliver a high performing organization.</p> <p>Established reputation in successfully delivering on change management within a large international organization.</p> <p>Excellent organizational skills and demonstrated capacity for strategic planning.</p>
Others	With 10 years of job-related experience
Job Type	Permanent, Regular
Job Level	Executive