Urgent Hiring for Programs Specialist

Qualifications:
- Baccalaureate Degree Holder, Preferably in Nursing with Masters Degree or its equivalent

Skills Required: Office Management
- Computer Literacy
- Proficient in written and oral Communication
- Good Interpersonal Relation
- Ability to organize and write technical reports

Reports to:
1. Executive Director for Technical and Administrative Concerns.
2. Vice President for Program & Development on Technical Matters (in coordination with ED).

Position Description:
1. Coordinates with Chairpersons on Continuing education regarding CPE seminars/trainings, speaker and other related activities

Job Description:
1. Responds on all communications related to various Programs and Development
2. Coordinates all activities, functions, projects and programs of every Departments and Committees and other Special Programs (e.g. Oathtaking)
3. Monitors overall administration of official PNA social network (e.g. Facebook)
4. Documents minutes of meeting conducted by Vice-president for Programs and Development.
5. Manages records, reports and other pertinent documents related to Programs and Development and affiliation/membership with other organization
6. Oversees over all preparation, implementation and evaluation of meetings, seminars, and others related activities to P & D
7. Supervises Unit Staff under Programs and Development Department on the tasks assigned to them:
   a. Program Coordinator
   b. Membership Clerk
   c. Membership Assistant
   d. Encoder
   e. Circulation Manager
8. Coordinates the following with the speakers for Continuing Education Seminars/Trainings offered by PNA:
   a. Invitation and its acceptance
   b. Curriculum Vitae
   c. Pre-test and Post Test
d. Hand-outs or abstract of the talk  
e. Requirements of audio visual needs

9. Assists the speakers and facilitates participants including the printing of their certificates during the seminar.

10. Oversees the conduct of the seminar.

11. Informs the participants, speakers, manager for P& D and concerned personnel for cancellation of CPE Seminars with the approval of Chairperson on Continuing Education
12. Communicates with the Chair of Committee on Accreditation and concerned PNA Chapters for program accreditation requirements and other related matters.
13. Responds to incoming inquiries through phone, CPE cell phone and email. Facilitates the overall physical preparation/set-up of Auditorium/venue including equipments needed for CPE Seminars.
14. Facilitates the overall physical preparation/set-up of Auditorium/venue including equipments needed for CPE Seminars.
15. Prepares the following necessary documents: attendance sheet, certificates, Course Evaluation, Program of Activities and hand-outs (if applicable) Submits the post-accreditation program requirements and completion reports of every CPE Seminars to the Professional Regulations Commission (PRC) standard Division:
   a. Liquidation
   b. Course Evaluation
   c. Pre-test and Post-test results
   d. Summary of information in Pre-registration form
16. Submits the post-accreditation program requirements and completion reports of every CPE Seminars to the Professional Regulations Commission (PRC) standard Division:
17. Files all records and reports of the Continuing Education and Accreditation reports and activities.
18. Facilitates program accreditation of the different chapters which carry the PNA Accreditation Provider Number (2009-001)

Please submit your updated resume, 2pcs. 2x2 picture, 3 names of character references: photo copy of PRC Licenses and Membership I.D, Transcript of Record and NBI Clearance to philippinenursesassociation@yahoo.com.ph

For Inquiries please call (632) 536-18888 | 521-0937 | 400-4430  
www.pna-ph.org

Ms. Maria Liza Peraren
Executive Director