



PHILIPPINE NURSES ASSOCIATION, INC.
(Member, International Council of Nurses)
1663 FT Benitez St., Malate, Manila

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:**
 16. 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
 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