

JOB DESCRIPTION

JOB TITLE : **MARKET SPECIALIST I (SG 11)**
REPORTS TO : **HEAD OF SECRETARIAT, YOUNG FARMERS' CHALLENGE PROGRAM**

JOB SUMMARY : Assist in the implementation of the Young Farmers' Challenge (YFC) program

DUTIES AND RESPONSIBILITIES:

1. Provide technical and administrative support to the Panel of Judges;
2. Assist in the conduct of the Young Farmers' Challenge (YFC) program's information and dissemination campaign;
3. Facilitate the conduct of Business Model Canvas (BMC) Orientation;
4. Assist in the evaluation of the eligibility of applicants and their respective business concept;
5. Assist in the conduct of virtual presentation of the applicants to the panel of judges;
6. Monitor the enterprise implementation of the YFC Awardees of NCR and cluster regions;
7. Assist in the preparation of accomplishment report of the YFC program;
8. Handle customer relations, attend to inquiries of target beneficiaries and report to the YFC Program Coordinator;
9. Prepare IEC collaterals and social media cards; and
10. Perform other duties and functions as may be required.

QUALIFICATION REQUIREMENTS:

Education : Bachelor's Degree
Experience : None required
Training : None required

COMPETENCIES:

- Analytical Skills
- Coordination and Collaboration Skills
- Oral Communication Skills
- Written Communication Skills
- Interpersonal Relations Skills
- Knowledge of Office Productivity Tools
- Preferably with knowledge in video production and editing
- Can work with minimal supervision