



Department of Environment and Natural Resources
Natural Resources Development Corporation
9th Flr., DENR by the Bay Building, 1515 Roxas Blvd., Ermita, Manila
Tel. No. 8521-9421 / 8521-9455
Website: <http://nrdc.denr.gov.ph> Email: records.nrdc@gmail.com

PROJECT DEVELOPMENT OFFICER

PhP27,905.00 (monthly rate)

Duties and Responsibilities

1. Conduct research and analyze local and foreign market and trading of ore and other minerals;
2. Facilitate the submission of samples of mineral products for laboratory assay testing and evaluate results;
3. Assist the Project Manager/s in conducting periodic filed evaluation and monitoring of mining operations/explorations/rehabilitation and reclamation activities to determine ore/minerals and volume of dredgefill materials;
4. Prepare and submit Status Reports of operation and volume production, preferably monthly including the list/copies of issued Ore Transport Permit (OTP);
5. Coordinate with concerned MGB office on matters related to the current mining projects and other possible projects which includes but not limited to donation and disposal of confiscated mineral products;
6. Conduct research and submit project proposals related to mining and energy for partnerships and ventures;
7. Attend meetings, forums, workshops and other activities related to mining projects;
8. Perform other related tasks as may be deemed necessary to carry out the aforementioned activities.

Qualification Standards

Education: Licensed Mining Engineer or Geologist

Experience: with atleast 1 year of relevant experience

Please send the following requirements to recruitment.nrdc@gmail.com

1. Application Letter addressed to:

The Officer-In-Charge

Natural Resources Development Corporation

9th Flr, 1515 DENR by the Bay Building, Ermita, Manila

2. Resume
3. Personal Data Sheet