



حبابتن ورنجن دان كا عبوان ايكونومي
Department of Economic Planning and Development
Prime Minister's Office



The Department of Economic Planning and Development (JPKE) is inviting qualified, dynamic and highly motivated individuals to join us in the following position:-

POSITION : PROJECT OFFICER (SITE-STAFF)
DIVISION : II
SALARY SCALE : B2 EB 3

REQUIREMENTS

- a) Possess a minimum of a Bachelor's Degree in Human Resource Development / Public Policy/ Management / Economics/ Mass Communication or other related fields

JOB RESPONSIBILITIES

- a) To handle the Public Relation affairs in JPKE.
- b) To Foster close relationship between the media and JPKE.
- c) To develop and enhance customer services and Department's image to the public.
- d) As a resource person for public information on JPKE
- e) To monitor and distribute information about JPKE and encouraging public involvement in JPKE programs and activities.
- f) To handle and monitor the bookings on hotels, flight tickets and any other matters relating to public relation activities.
- g) To prepare Annual Reports and coordinating JPKE Publications.
- h) To prepare Department's press releases and organising press conferences.
- i) To manage JPKE's activities (e.g. religious, sports and community activities).
- j) To execute any other duties assigned by superior officers from time to time.

Interested applicants are invited to submit their full resume with copies of their identification cards, copies of qualification certificates together with a recent passport size photograph to the following address **not later than 15 February 2012**:

**Department of Administration and Info-Communications Technology,
Department of Economic Planning and Development,
Level 5, Block 2A, Jalan Ong Sum Ping,
Bandar Seri Begawan BA1311,
Negara Brunei Darussalam.**

Only short-listed candidates will be notified.



حبابتن و نجهن دان كاهوان ايكونوي
Department of Economic Planning and Development
Prime Minister's Office



The Department of Economic Planning and Development (JPKE) is inviting qualified, dynamic and highly motivated individuals to join us in the following position:-

POSITION : ASSISTANT PROJECT OFFICER (SITE-STAFF)
DIVISION : III
SALARY SCALE : C.3-4 EB.5

REQUIREMENTS

- Minimum BDTVEC/BTEC Higher National Diploma or equivalent in Economics/Accounting/Business or other related fields
- Experience in secretariat work and project management will be an added advantage

JOB RESPONSIBILITIES

- To prepare the logistics for any meeting organised by the Brunei Research Council Secretariat.
- To assist in preparing the minutes of the Brunei Research Council and the related meetings
- To assist in compiling all Research and Development (R & D) projects.
- To help maintain a database of national R & D projects activities.
- To assist in monitoring the progress of all on-going approved R & D projects.
- To conduct research for the development of policies, strategies and programs related to research and development.
- To assist in the dissemination of information on R & D and distribution of R & D application form.
- To execute any other duties assigned by superior officers from time to time.

Interested applicants are invited to submit their full resume with copies of their identification cards, copies of qualification certificates together with a recent passport size photograph to the following address **not later than 15 February 2012:**

**Department of Administration and Info-Communications Technology,
Department of Economic Planning and Development,
Level 5, Block 2A, Jalan Ong Sum Ping,
Bandar Seri Begawan BA1311,
Negara Brunei Darussalam.**

Only short-listed candidates will be notified.