

---

## NOTICE OF VACANCY

---

Please be informed that the DSWD – Field Office I is inviting qualified applicants to fill the hereunder vacant **Contract of Service** position under Kapit-Bisig Laban sa Kahirapan Comprehensive and Integrated Delivery of Social Services-National Community-Driven Development Program (KALAHI CIDSS–NCDDP), to wit:

**1. One (1) Project Development Officer III (Community Procurement)**

**Salary Grade: 18/ P 39,262.30**

**Area of Assignment: Regional Program Management Office**

**Minimum Qualification Standards:**

Education : Bachelor's degree in Civil Engineering

Training : 24 Hours of relevant procurement training; must be Proficient with computer applications using MS Word, Excel, Power Point, Access and other applicable softwares.

Experience : At least 4 years work experience in rural/community development programs/ project with procurement related functions; two years of which in foreign assisted projects; experience in facilitating procurement based on RA 9184, World Bank and other international funding institution; Experience in community based procurement would be an advantage.

Eligibility : Preferably a licensed Civil Engineer

**Additional Qualification Standard:**

1. With good communication, presentation, facilitation, and report writing skills
2. With positive work attitude and can work well under pressure
3. Ability to work well with others

**2. One (1) Regional Bookkeeper (Anticipated Vacancy)**

**Salary Grade: 9/P 18,684.60**

**Area of Assignment: DSWD FO 1**

**Minimum Qualification Standards:**

Education : Bachelor's degree in Business Administration

Training : At least 8 hours relevant training

Experience : At least six (6) months related experience

Eligibility : None Required

**Additional Qualification Standard:**

1. Proficient in MS Office Applications (Word, Excel, and Power Point)
2. With positive work attitude and can work well under pressure
3. Ability to work well with others

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than **12 April 2017** with the following attachments:

1. Application Letter
2. Comprehensive Resume or Updated Personal Data Sheet
3. Transcript of Records & Diploma (certified photocopies)
4. Certificate of Trainings/Seminars/Employment
5. Board Ratings/Professional License/CS Eligibility/TESDA
6. Certification from School for Masteral units earned or completed, if any

**Only short-listed applicants are notified.**

  
**MARCELO NICOMEDES J. CASTILLO**

Regional Director