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## NOTICE OF VACANCY

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Please be informed that the **DSWD – Field Office I** is inviting applicants to fill the hereunder vacant positions under **Sustainable Livelihood Program** to wit:

**1. One (1) Administrative Assistant II - Job Order**

**Salary Grade / Monthly Salary:** SG 8 / P 14,931.00

**Area of Assignment:** GASSD / Personnel Administration Section

**Minimum Qualifications Standard:**

Education	–	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Training	–	At least 4 hours of relevant training
Experience	–	At least 1 year relevant experience
Eligibility	–	None Required

**Additional Qualifications:**

1. Bachelor's Degree relevant to the job
2. Computer literate with intermediate knowledge on MS office applications, capable of writing technical reports with moderate guidance and with knowledge on accounting, statistics and project management
3. With at least one (1) year experience in personnel administration works
4. Preferably with CS Eligibility

**2. One (1) Project Development Officer II / Social Marketing Officer - COSW**

**Salary Grade / Monthly Salary:** SG 15 / P30,321.50

**Area of Assignment:** DSWD – Field Office 1

**Minimum Qualifications Standard:**

Education	–	Bachelor's Degree relevant to the job
Training	–	At least 4 hours relevant training
Experience	–	At least 1 year of relevant experience
Eligibility	–	None Required

**Additional Qualifications:**


1. Bachelor's Degree preferably in Development Communication, Information Design, Mass Communication, Creative Writing, Development Studies or equivalent combination of education, certification and experience
2. With at least 8 hours relevant training
3. With at least two (2) years experience in communication and/or marketing, preferably with development projects

4. With advance skills in Adobe Photoshop and/or Premiere; Proficient in operating MS Office; With basic skills in operating photo and video editing software, Proficient in creative writing; Can speak and write in English and local language fluently
5. Preferably with CS Eligibility

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit on or before **03 May 2017** with the following attachments:

1. Comprehensive Resume or updated Personal Data Sheet
2. Transcript of Records & Diploma (certified photocopies)
3. Certificates of Trainings / Seminars attended
4. Board Rating / Professional License / CS Eligibility

**Note: Only short-listed applicants are notified**

  
MARCELO NICOMEDES J. CASTILLO  
Regional Director