
NOTICE OF VACANCY

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

1. One (1) Project Development Officer II (Anticipated Vacancy)

Salary Grade / Monthly Salary: SG 15 / P27, 585.00

Area of Assignment: La Union

Minimum Qualifications Standard:

- Education** – Bachelor's degree preferably in Social Sciences, Community Development, Development Management, Business Management, Entrepreneurship, or any business-related course
- Training** – At least 4 hours relevant training related to the job
- Experience** – At least 1 year experience in development-related projects
- Skills** – Computer literate with basic knowledge on MS applications, capable of facilitating meetings, generating business ideas, monitoring outputs, and reporting data with moderate guidance.
- Eligibility** – Preferably with **Civil Service Eligibility**

Additional Qualifications:

1. With at least 16 hours relevant training
2. With at least two (2) years related experience
3. With positive work attitude and can work under pressure
4. With good interpersonal relationship
5. Computer literate with advance knowledge on MS Office applications

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit on or before **26 May 2017** with the following attachments:

1. Comprehensive Resume or updated Personal Data Sheet (CS Form 212, Revised 2017) with attached job descriptions / summary of functions for each position held
2. Transcript of Records & Diploma (certified photocopies)
3. Certificates of Trainings / Seminars attended
4. Board Rating / Professional License / CS Eligibility
5. Certification from the school for Masteral units earned or completed if there is any

Note: Only short-listed applicants are notified



MARCELO NICOMEDES J. CASTILLO

Regional Director

05/17/2017