
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):

1. One (1) Community Development Officer I

Salary Grade: 11/P 21,582.00

Area of Assignment: DSWD-KC RPMO

Minimum Qualification Standards:

- Education : Graduate of any 4 year course relevant to social development, community development, and/or social work. Undergraduates who possess equivalent experience in community development, community organizing, social work, and participatory local governance may also be considered.
- Training : At least sixteen (16) hours of relevant training in community mobilization strategies and approaches, and/or mobilization strategies and approaches, and/or community organizing, popular Education techniques and approaches. At least 8 hours training in records management. Training in Gender and Development, IP sensitivity and/or Local Governance a plus.
- Experience : At least 6 months of relevant, progressive work community organizing and/or development assistance projects. Experience in implementing gender and development, conflict sensitivity and peace building, development work with indigenous people and indigenous cultural communities, community-based resource management, community-based environmental protection, and community-based disaster risk reduction programs is an advantage. With experience of at least 6 months in archiving and records management.
- Eligibility : none required

Additional Qualifications:

1. Must be fluent in the local dialect of the Region. IP candidate is preferred.
2. Proficient in MS Office Applications (Word, Excel, and Power Point)
3. Excellent written and verbal communication skills
4. With positive work attitude and can work well under pressure
5. Ability to work well with others

2. Two (2) Technical Empowerment Facilitator (Anticipated Vacancy)

Salary Grade: 17/P 36,021.00

Area of Assignment: Regionwide

Minimum Qualification Standards:

Education	:	Bachelor's degree in Civil Engineering
Training	:	4 hours training on managing community-based infrastructure projects and 8 hours on community development/poverty reduction program/projects.
Experience	:	Minimum of 1 year relevant civil works experience in small scale rural community-based infrastructure development, preferably with 6 months in foreign assisted development projects.
Eligibility	:	Preferably a licensed Civil Engineer

Additional Qualification Standards:

1. With good communication, presentation, facilitation, and report writing skills
2. Proficient in MS Office Applications (Word, Excel, and Power Point)
3. With positive work attitude and can work well under pressure
4. Ability to work well with others

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than **13 June 2017** with the following attachments:

1. Application Letter
2. Comprehensive Resume or Updated Personal Data Sheet (CS Form 212, Revised 2017) with attached job descriptions/ summary of functions for each position held)
3. Transcript of Records & Diploma (certified photocopies)
4. Latest Certificate of Trainings/Seminars attended
5. Board Ratings/Professional License/CS Eligibility/TESDA Accreditation, if any
6. Certification from School for Masteral units earned or completed, if any


MARCELO NICOMEDES J. CASTILLO

Regional Director