
NOTICE OF VACANCY

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

1. One (1) Project Development Officer II (Contractual)

Salary Grade / Monthly Salary: SG 15 / P27, 565.00

Area of Assignment: Nationwide

Minimum Qualifications Standard:

- | | | |
|--------------------|---|---|
| Education | – | Graduate of any four-year course |
| Training | – | At least 4 hours relevant training related to the job |
| Experience | – | At least 1 year experience |
| 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 | – | None Required |

Additional Qualifications:

1. Bachelor's degree in any business related courses, and/or social science courses
2. With at least 16 hours relevant training in project management, social entrepreneurship, business plan development, business operations, project implementation, monitoring and evaluation, and/or community organizing
3. With at least two (2) years experience in development-related projects involving community organizing, microenterprise development and/or capacity building
4. Computer literate with basic knowledge on MS applications, capable of writing technical reports, capable of collecting and recording accurate data and information, data analysis and preferably with knowledge on accounting, statistics, and project management
5. With positive work attitude and can work under pressure
6. With good interpersonal relationship
7. Preferably with CS Eligibility

2. Five (5) Project Development Officer II (Contract of Service)

Salary Grade / Monthly Salary: SG 15 / P31,321.50

Area of Assignment: Nationwide

Minimum Qualifications Standard:

- | | | |
|-------------------|---|---|
| Education | – | Graduate of any four-year course |
| Training | – | At least 4 hours relevant training related to the job |
| Experience | – | At least 1 year experience |
| 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 – None Required

Additional Qualifications:

1. Bachelor's degree in any business related courses, and/or social science courses
2. With at least 8 hours relevant training in project management, social entrepreneurship, business plan development, business operations, project implementation, monitoring and evaluation, and/or community organizing
3. With at least two (2) years experience in development-related projects involving community organizing, microenterprise development and/or capacity building
4. Computer literate with basic knowledge on MS applications, capable of writing technical reports, capable of collecting and recording accurate data and information, data analysis and preferably with knowledge on accounting, statistics, and project management
5. With positive work attitude and can work under pressure
6. With good interpersonal relationship
7. Preferably with CS Eligibility

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit on or before **04 September 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:

1. Only short-listed applicants are notified.
2. Qualified applicants who are members of the Indigenous Communities, Persons with Disability (PWDs) and those from any Sexual Orientation and Gender identities are encouraged to apply.


MARCELO NICOMEDES J. CASTILLO
Regional Director
08/24/2017