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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:

**1. One (1) Engineer III (Contract of Service)**

**Salary Grade / Monthly Salary:** SG 19 / 44,199.00

**Area of Assignment:** DSWD Field Office I

**Minimum Requirements:**

Education	–	Bachelor's degree in Civil Engineering
Training	–	Eight (8) hours of relevant training
Experience	–	Two (2) years of relevant experience
Eligibility		RA 1080 Licensed Engineer

**Additional Requirements:**

1. At least sixteen (16) hours of relevant training
2. At least three (3) years CADD and Drafting experience
3. Knowledge on pertinent rules, regulations and laws on building management
4. Knowledge on AutoCAD, 3D's Max and Photoshop shall be an advantage
5. Required skills: Pert CPM, CADD, Estimates
6. Good analytical and problem – solving skills
7. Creative, articulate and has good presentation skills
8. Strong mathematical ability
9. Excellent oral and written communication
10. Ability to liaise well with professionals from other discipline
11. Able to work harmoniously, competently and effectively even under pressure

**2. One (1) Financial Analyst II (Contract of Service)**

**Salary Grade / Monthly Salary:** SG 15 / 31,403.33

**Area of Assignment:** DSWD Field Office I

**Minimum Requirements:**

Education	–	Bachelor's degree relevant to the job
Training	–	Four (4) hours of relevant training
Experience	–	One (1) year of relevant experience
Eligibility	–	None Required

**Additional Requirements:**

1. At least 2 year relevant work experience
2. Proficient in MS Excel
3. Can work well with others
4. Has good communication skills, able to organize, and can present ideas with clarity and substance

**3. One (1) Administrative Assistant II (Contract of Service)**

**Salary Grade / Monthly Salary:** SG 8 / 18,480.07

**Area of Assignment:** DSWD Field Office I

**Minimum Requirements:**

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

**Additional Requirements:**

1. With good interpersonal relationship and positive attitude in dealing with multi – tasks
2. Computer literate

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than **09 January 2018** with the following attachments:

1. Comprehensive Resume or updated Personal Data Sheet (CS Form No. 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

**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

01/04/2018