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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 **Contract of Service** positions 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 III**

**Salary Grade:** 18 / P 40,385.00

**Area of Assignment:** DSWD-KC RPMO

**Minimum Qualification Standards:**

Education	:	Bachelor's degree in Community Development, Anthropology, Public Administration, Social Work or any of the Social Sciences. Post-graduate degree or units in Social Science, Sociology, Anthropology, Community Development, Development Research, Project Management, and/or development studies will be an advantage.
Training	:	At least eighty (80) hours of relevant training in project management, community organizing, and community development approaches, strategies /methodologies, and gender and development, with at least forty (40) hours of training on Community-Based Environmental Protection, Participatory Local Governance, Community-based Resource Management, Community-based Disaster Risk Reduction Management, Conflict Sensitivity and Peace Building, or IP and ICC engagement.
Experience	:	At least five (5) years of combined, progressive experience in project management, community organizing, and community development strategies/methodologies, two (2) years of which should be in a supervisory <sup>1</sup> capacity. Experience in Participatory Local Governance, Community-based Resource Management, Community-based Disaster Risk Reduction Management, and Conflict Sensitivity and Peace Building, and IP sensitivity will be an advantage. Experience in foreign assisted projects will also be an advantage.
Eligibility	:	none required

**Additional Qualifications:**

1. Proficiency in word processing and database applications
2. Excellent written and verbal communication skills
3. With positive work attitude and can work well under pressure
4. Ability to work well with others

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<sup>1</sup> Supervisory shall mean experience in community-level management of a team of field workers in a community development or community organizing program or project, where the candidate exercise over-all coordination and supervision authority.

**2. Five (5) Community Empowerment Facilitator**

**Salary Grade:** 13 / P 26,888.64

**Area of Assignment:** Regionwide

**Minimum Qualification Standards:**

Education	:	Graduate of any four (4) year course relevant to Social Development, Community Development, and/or Social Work.
Training	:	At least forty (40) hours of relevant training in community organizing, community mobilization strategies and approaches, and/or Popular Education techniques and approaches. Training in Gender and Development and/or Local Governance a plus. CEFs to be assigned in Indigenous Peoples (IP) areas should have 20 hours of training on IP sensitivity and Indigenous Peoples Rights.
Experience	:	2 years of relevant, progressive work experience in 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.
Eligibility	:	None Required

**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

**3. One (1) Area Coordinator**

**Salary Grade:** 18 / P 40,385.00

**Area of Assignment:** Regionwide

**Minimum Qualification Standards:**

Education	:	Bachelor's degree in Community Development, Public Administration, Social Work or any of the Social Sciences. Post-graduate degree or units in social science, sociology, anthropology, community development, development research, project management, and/or development studies will be an advantage.
Training	:	At least eighty (80) hours of relevant training in community organizing, and community development approaches, strategies/methodologies. Training in Project Management, Gender and Development, Participatory Local Governance,



Community-based Resource Management, Community-based Disaster Risk Reduction Management, or Conflict Sensitivity and Peace Building, and IP sensitivity will be an advantage.

**Experience :** At least five (5) years of combined, progressive experience in project management, community organizing, and community development strategies/methodologies, two (2) years of which should be in a supervisory capacity. Experience in Participatory Local Governance, Community-based Resource Management, Community-based Disaster Risk Reduction Management, Gender and Development, and Conflict Sensitivity and Peace Building, and IP sensitivity will be an advantage. Prior work experience in the KALAHI-CIDSS and other similar CDD Projects will also be an advantage.

**Eligibility :** none required

**Additional Qualifications:**

1. Proficiency in word processing and database applications
2. Excellent written and verbal communication skills
3. With positive work attitude and can work well under pressure
4. Ability to work well with others

**4. One (1) Social Marketing Officer III**

**Salary Grade:** 18 / P 40,385.00

**Area of Assignment:** DSWD KC-RPMO

**Minimum Qualification Standards:**

**Education :** Bachelor's Degree in Development Communication /Information Management / Mass Communication or equivalent combination of education, certification and experience.

**Training :** At least 8 hours of training related to designing communication programs and marketing strategies.

**Experience :** At least 2 years of experience in communication and marketing preferably on development or poverty reduction projects.

**Eligibility :** None Required

**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

**5. One (1) Regional Training Assistant**

**Salary Grade:** 11 / P 22, 600.48

**Area of Assignment:** DSWD KC-RPMO

**Minimum Qualification Standards:**

Education : Bachelor's Degree in Social Science and other related fields.

Training : At least 20 hours of training in adult education in a Community development context. Additional training on participatory learning and action, capacity building assessment and evaluation is an advantage.

Experience : At least one (1) year experience in management of training programs, including logistics, office management, document filing system.

Eligibility : None Required

**Additional Qualification Standards:**

1. Proficient in MS Office Applications (Word, Excel, and Power Point)
2. Excellent written and verbal communication skills
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 on or before **15 January 2018** 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. Certificates of Trainings / Seminars attended
5. Board Rating / Professional License / CS Eligibility
6. 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