
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 / P29,010.00

Area of Assignment: Regional Program Management Office

Minimum Qualifications Standard:

Education	–	Bachelor's degree relevant to the job
Training	–	At least 4 hours relevant training related to the job
Experience	–	At least 1 year experience
Eligibility	–	None Required

Additional Qualifications:

1. Preferably Bachelor's degree in Social Sciences, Community Development, Development Management, Business Management, Entrepreneurship, or any business-related course
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. One (1) Administrative Assistant II - Contract of Service

Salary Grade / Monthly Salary: SG 8 / P18,480.07

Area of Assignment: Provincial Operations Office – Dagupan, Pangasinan

Minimum Qualifications Standard:

Education	–	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Training	–	At least 4 hours relevant training related to the job
Experience	–	At least 1 year relevant experience
Eligibility	–	None Required

Additional Qualifications:

1. Preferably Bachelor's Degree relevant to the job
2. Computer literate with intermediate knowledge on MS office applications, capable of writing technical reports with moderate guidance
3. With at least one (1) year experience in administration works
4. With good oral and written communication skills

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit on or before **16 January 2018** 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 (SOGI) are encouraged to apply.


MARCELO NICOMEDES J. CASTILLO
Regional Director
01/05/18