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## NOTICE OF VACANCY (Republication)

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Please be informed that the **DSWD – Field Office I** is inviting applicants to fill the hereunder vacant **permanent** position:

**1. Chief Administrative Officer – SG 24**

**Area of Assignment:** Administrative Division

**Minimum Requirements:**

- Education:** Master's Degree **OR** Certificate in Leadership and Management from the CSC
- Training:** 40 hours of supervisory/management learning and development intervention undertaken within the last five (5) years
- Experience:** 4 years of supervisory / management experience
- Eligibility:** Career Service Professional / Second Level Eligibility

**Additional Requirements:**

1. At least five (5) years experience on supervisory/management related to administration, general services, finance, and personnel administration preferably in government setting
2. Ability to respond quickly and efficiently in a fast – paced work environment with excellent multi-tasking capabilities
3. Above average knowledge on use of MS Office
4. Great attention to details
5. Above average knowledge in planning/organizing/accounting
6. With excellent written and oral communication skills
7. Able to work harmoniously, competently, and effectively even under pressure

Interested and qualified applicants may submit their application to specific position and area of assignment to the undersigned thru the Human Resource Management and Development Division not later than **5:00 PM of 07 May 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 and Diploma (certified photocopies)
3. Certificates of Trainings / Seminars attended for the last three (3) years
4. Board Rating / CS Eligibility / Professional License

**Note:**

1. All **next-in-rank** are encouraged to submit their application for the vacant position.
2. Only shortlisted applicants are notified.
3. Qualified applicants who are members of the Indigenous Communities, Persons with Disability (PWDs), Solo Parents and those from any sexual orientation, and gender identities (SOGI) are encouraged to apply.

  
**MARCELO NICOMEDES J. CASTILLO**

Regional Director

4/26/18