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## NOTICE OF VACANCY

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

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

Status of Employment: **Contractual**

Area of Assignment: **Regional Program Management Office**

Salary Grade/Monthly Salary: **SG 15 / 29,010.00**

**Minimum Qualification Standards:**

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 Qualifications:**

1. Bachelor's degree in any business related courses, and /or social science courses.
2. With at least sixteen (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.

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than **17 May 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 and Diploma (certified photocopies)
3. Certificate of Trainings/Seminars/Employment
4. Board of Ratings/Professional License/CS Eligibility/TESDA

**Note:**

1. Only short-listed applicants are notified.
2. Qualified applicants who are members of Indigenous Communities, Persons with Disability (PWDs) and those from any sexual orientation and gender identities (SOGI) are encourage to apply.

  
**MARCELO NICOMEDES J. CASTILLO**

Regional Director

5/8/2018