

File



NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office 1** is inviting applicants to fill the hereunder vacant position:

1. One (1) Architect I (Contract of Service)

Salary Grade / Monthly Salary: SG 12 / PhP24,585.39

Area of Assignment: Protective Services Division - Center and Residential Care Facilities

Minimum Requirements:

Education	–	Bachelor's Degree in Architecture
Training	–	None Required
Experience	–	None Required
Eligibility	–	None Required

Additional Requirements:

1. With at least 1-year experience in general building construction, manpower requirement and equipment management and monitoring of projects;
2. With good communication and presentation skills and knowledgeable in
3. preparation of analysis and other reports relative to the implementation of the project; and
4. High Proficiency in MS Office applications (Word, Excel, Powerpoint and Access) and AutoCAD.

2. One (1) Project Development Officer II (Contract of Service) – Anticipated Vacancy

Salary Grade / Monthly Salary: SG 15 / PhP31,403.33

Area of Assignment: Disaster Response Management Division

Minimum Requirements:

Education	–	Bachelor's Degree relevant to the job
Training	–	4 hours of relevant training
Experience	–	1 year of relevant experience
Eligibility	–	None required

Additional Requirements:

1. With knowledge on Disaster operations and climate change adaptation and mitigation
2. With experience in coordinating with Local Government Units and stakeholders
3. Computer literate with knowledge on MS Office applications (Word, Excel, Powerpoint and Access);
4. With great attention to details;
5. With good written, oral communication and coordination;
6. With excellent analytical thinking and objective assessment of project; and
7. Able to work harmoniously, competently and effectively even under pressure.

3. Three (3) Administrative Officer II – Psychometrician (Contract of Service)

Salary Grade / Monthly Salary: SG 11 / PhP22,600.48

Area of Assignment: Protective Services Division - Center and Residential Care Facilities

Minimum Requirements:

Education	–	Bachelor's degree relevant to the job
Training	–	None Required
Experience	–	None Required
Eligibility	–	None Required

Additional Requirements:

1. Must be a graduate of Bachelor of Science in Psychology;
2. Must be a Licensed Psychometrician – RA 10029; and
3. With at least one (1) year experience in test administration, interpretation and result writing

5. One (1) Administrative Assistant II (Job Order)

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

Area of Assignment: Human Resource Planning and Performance Management Section

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 relevant experience in HR-related functions; and
2. With experience in preparation of Memo and general correspondences.

Interested applicants may submit their application to the undersigned thru the Human Resource Management and Development Division not later than **17 September 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; and
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
09/11/2018