

---

## NOTICE OF VACANCY

---

Please be informed that the DSWD – Field Office I is inviting qualified applicants to fill the hereunder vacant position 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 (anticipated vacancy)**

|                                      |   |   |
|--------------------------------------|---|---|
| <b>Status of Employment</b>          | : | <b>Contract of Service (COS)</b>          |
| <b>Salary Grade / Monthly Salary</b> | : | <b>18 (P40,385.00)</b>                    |
| <b>Area of Assignment</b>            | : | <b>Regional Program Management Office</b> |

**Minimum Qualification Standards:**

|                   |   |  |
|-------------------|---|--|
| <b>Education</b>  | : | 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   |
| <b>Training</b>   | : | 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  |
| <b>Experience</b> | : | 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, and Conflict Sensitivity and Peace Building, and IP sensitivity will be an advantage. Experience in foreign-assisted projects will also be an advantage. |

**Additional Qualification Standards:**

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

Interested applicants may submit their application not later than **08 October 2018** with the following attachments:

1. Application Letter
2. Comprehensive Resume or Updated Personal Data Sheet  
(CSC Form 212 Revised 2017) with attached job description/summary of functions for each position held
3. Transcript of Records & Diploma (certified photocopies)
4. Certificate of Trainings/Seminars/Employment
5. Board Ratings/Professional License/CS Eligibility/TESDA
6. Certification from School for Masteral units earned or completed, if any

Likewise, applicants are advised to hand in or send through courier/email application to:

**MS. RHEA R. RIDUAL-CALIX**

Administrative Officer V

DSWD – Field Office 1

Quezon Avenue, City of San Fernando, La Union

Email address: hrppmspacd@gmail.com

**Note:**

1. Only shortlisted 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 encouraged to apply.
3. Applicants with **incomplete documents** shall not be entertained.

  
**MARCELO NICOMEDES J. CASTILLO** <sup>N</sup>

Regional Director

02 October 2018