
NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office I** is inviting applicants to fill the hereunder vacant position under Contract of Service (COS) status:

1. Regional Committee for the Welfare of Children (RCWC) Technical Staff – (Republication)

Salary Grade / Monthly Salary: SG 18 / P35,693.00

Area of Assignment: Office of the Regional Director – Attached Agency

Minimum Requirements:

Education	–	Bachelor's Degree relevant to the job
Training	–	Eight (8) hours of relevant training
Experience	–	Two (2) years of relevant experience
Eligibility	–	None Required

Job Specific Requirements:

1. Graduate of Bachelor's degree in Business Administration, Public Administration, Economics, Statistics, Sociology or Social Work or other related and Allied courses.
2. With at least two (2) years of relevant professional experience on Social Development work on children and youth
3. With good oral and written communication skills
4. With good coordination and networking skills
5. Proficient in computer applications using MS Word, Excel and PowerPoint

Job Functions:

1. Provide technical and secretariat support to the RC/SCWC in the performance of its core functions. As such, she/he is expected to do the following:
 - Coordinate the conduct of the RC/RSCWC meetings, activities of CWC, ensure proper documentation of proceedings and required follow-up actions;
 - Initiate/spearhead the review of RC/SCWC strategic plan and the formulation of RC/SCWC Annual Work and Financial Plan and catch up plan as may be necessary;
 - Maintain an updated directory of RC/SCWC members, partners and explore prospective networks for child rights promotion and protection;
 - Establish, expand and maintain strong networks/partners at the regional and province levels, as applicable;
 - Mobilize resources for support to RC/SCWC activities; prepare project/activity proposals as necessary for endorsement to funding agencies; Provide technical and consultative services to the Local Council for the Protection of Children (Province level);
 - Generate data on children based on standard data requirements of national plans for children and facilitate preparation of Regional Situationer on children.

2. Prepare RC/SCWC quarterly Accomplishment report for submission to CWC and special report to the Regional Development Council/Regional Planning Development Board/Metropolitan Development Authority, as appropriate/necessary.
3. Closely coordinate with the CWC Coordinator re. concerns and activities on children;
4. Perform other related functions as may be necessary.

Interested applicants may submit their application to the undersigned thru the Human Resource Management and Development Division not later than **5:00 PM of 8 October 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
4. Board Rating / Professional License / CS Eligibility

Likewise, applicants are advised to hand in send through courier or submit personally your application to:

MS. RHEA R. RIDUAL-CALIX

Administrative Officer V

DSWD – Field Office I

Quezon Avenue, City of San Fernando, La Union

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.
3. Applicants with **incomplete documents** shall not be entertained.


MARCELO NICOMELES J. CASTILLO

Regional Director

10/01/2018