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## NOTICE OF VACANCY

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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) Regional Procurement Officer (Anticipated Vacancy)**

<b>Status of Employment</b>	:	<b>Contract of Service (COS)</b>
<b>Salary Grade / Monthly Salary</b>	:	<b>22 (P59,217)</b>
<b>Area of Assignment</b>	:	<b>Regional Program Management Office</b>

**Minimum Qualification Standards:**

<b>Education</b>	:	Bachelor's Degree in Civil Engineering
<b>Training</b>	:	48 hours of relevant procurement training; must be proficient with computer applications using MS Word, Excel, Power Point, Access and other applicable softwares
<b>Experience</b>	:	5 years work experience in Social Development Programs/Projects with procurement-related functions, 3 years of which in foreign-assisted projects; facilitated procurement activities using the World Bank, Asian Development Bank (ADB) and other international funding institutions (IFI) including the RA 9184. Experience in community-based procurement is an advantage.
<b>Eligibility</b>	:	preferably Licensed Civil Engineer

**Additional Qualification Standards:**

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

Interested applicants may submit their application not later than **05 November 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 to:

**MS. HELEN O. NERONA**

SWO IV/ OIC-Chief, HRMDD

DSWD – Field Office 1

Quezon Avenue, City of San Fernando, La Union

**Note:**

1. Only **shortlisted** applicants are notified.
2. Qualified applicants who are members of Indigenous Communities, Persons with Disability (PWDs) and 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**

Regional Director

26 October 2018