
NOTICE OF VACANCY

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

1. One (1) Project Development Officer II (Contract of Service) - REPUBLICATION

Salary Grade / Monthly Salary: SG 15 / 31,403.33

Area of Assignment: Disaster Response Management Division

Minimum Requirements:

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 Requirements:

1. With knowledge on Disaster Operations and Climate Change Adaptation and Mitigation;
2. With experience in coordinating with LGUs and stakeholders;
3. Computer literate with knowledge on MS Office applications (Word, Excel, and PowerPoint);
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.

Interested applicants may submit their application to the undersigned through the Human Resource Management and Development Division (HRMDD) not later than **15 February 2019** with the following attachments:

1. Application Letter
2. Comprehensive Resume or updated Personal Data Sheet (CS Form No. 212, Revised 2017 with attached job descriptions / summary of functions for each position held);
3. Transcript of Records & Diploma (certified photocopies);
4. Certificates of Trainings / Seminars attended / Employment;
5. Board Rating / Professional License / CS Eligibility/TESDA; and
6. Certification from School for Masteral units earned or completed, if any.

Note:

1. Only **shortlisted** applicants are notified.
2. Qualified applicants who are members of the Indigenous Communities, Persons with Disability (PWDs) and from any Sexual Orientation and Gender identities are encouraged to apply.
3. Applicants with **incomplete documents** shall not be entertained.


MARCELO NICOMEDES J. CASTILLO

Regional Director

02/08/19