
NOTICE OF VACANCY

Please be informed that the DSWD – Field Office 1 is inviting qualified applicants to fill the hereunder vacant **Contract of Service** position under the Kapit-Bisig Laban sa Kahirapan Comprehensive and Integrated Delivery of Social Services-National Community-Driven Development Program (KALAHI CIDSS-NCDDP):

1. One (1) Financial Analyst II (FA II)

Salary Grade / Monthly Salary : 15 / P31,403.33
Area of Assignment : Regional Program Management Office (RPMO)

Minimum Qualification Standards:

Education : Bachelor's Degree in Business Management
Training : At least 12 hours relevant training preferably in government accounting systems
Experience : At least 2 years related work experience, preferably in a government institution

Additional Qualification Standards:

1. Proficiency in MS Office applications (Word, Excel, Power Point)
2. With good communication, presentation and report writing skills
3. With positive work attitude and can work well under pressure
4. Ability to work well with others

2. One (1) Regional Training Assistant (RTA)

Salary Grade / Monthly Salary : 11 / P22,600.48
Area of Assignment : Regional Program Management Office (RPMO)

Minimum Qualification Standards:

Education : Bachelor's Degree in Social Science and other related fields.
Training : At least 20 hours of training in adult education in a community development context. Additional training on participatory learning and action, capability building assessment and evaluation is an advantage.
Experience : At least one (1) year experience in management of training programs, including logistics, office management, document filing system.

Additional Qualification Standards:

1. Proficiency in MS Office applications (Word, Excel, Power Point)
2. With good 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 to the undersigned through the Human Resource Management and Development Division (HRMDD) not later than **5:00 PM of 08 March 2019** 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

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. Applications with **incomplete documents** shall not be entertained.

MARCELO NICOMEDES J. CASTILLO

Regional Director

2/27/2019

BY:


MARLENE FEBES D. PERALTA
ARD for Operations

Pursuant to:

SO No. 4157 Series of 2018