
NOTICE OF VACANCY

Please be informed that the DSWD – Field Office 1 is inviting qualified applicants to fill the hereunder vacant **Contract of Service** positions under the Kapit-Bisig Laban sa Kahirapan Comprehensive and Integrated Delivery of Social Services - Kapangyarihan at Kaunlaran Sa Barangay (KALAHI CIDSS – KKB):

1. One (1) Project Development Officer III (Community Procurement Officer - CPO)

Salary Grade / Monthly Salary : 18 / P40,385.00
Area of Assignment : Regional Program Management Office (RPMO)

Minimum Qualification Standards:

Education : Bachelor's Degree in Civil Engineering
Training : 24 hours of relevant procurement training
Experience : At least 4 years work experience in rural/community development programs/project with Procurement-related functions; two (2) years of which in foreign assisted projects; experience in facilitating procurement-based on world bank, RA 9184 and other international funding institution; experience in community-based procurement would be an advantage.
Eligibility : Preferably licensed civil engineer

Additional Qualification Standards:

1. Must be proficient in computer applications using MS Word, Excel, Power Point, Access and other applicable softwares
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) Financial Analyst III (FA III)

Salary Grade / Monthly Salary : 18 / P40,385.00
Area of Assignment : Regional Program Management Office (RPMO)

Minimum Qualification Standards:

Education : Bachelor's Degree in Accountancy
Training : At least 8 hours of relevant training, preferably in government accounting systems
Experience : At least 2 years of relevant experience, preferably in a government institution and implementing livelihood and enterprise projects.

Additional Qualification Standards:

1. Must be proficient 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

3. One (1) Project Development Officer III (Community Development Officer III - CDO III)

Salary Grade / Monthly Salary : 18 / P40,385.00
Area of Assignment : Regional Program Management Office (RPMO)

Minimum Qualification Standards:

Education : Bachelor's degree in Management, Public Administration, Social Science or any relevant discipline that provides an understanding of rural development, livelihood and social entrepreneurship
Training : At least eighty (80) hours of relevant training in project management, entrepreneurship, business development, market and value chain analysis, partnership building and networking, community organizing, community development approaches, strategies/methodologies, gender and development, Participatory Local Governance, Community-based Resource Management and Community-based Disaster Risk Reduction Management.
Experience : At least five (5) years of combined, progressive experience in project management, livelihood and enterprise implementation, organization development management, community organizing, and community development strategies/methodologies, two (2) years of which should be in a supervisory capacity. Experience in Entrepreneurship, Financial Management, Participatory Local Governance and Community-based Resource Management will be an advantage.

Additional Qualification Standards:

1. Must be proficient in word processing and database applications
2. Excellent written and verbal communication skills
3. Proficiency in the major local dialect of the region to which s/he will be assigned.

4. One (1) Project Development Officer III (Regional Infrastructure Officer - RIO)

Salary Grade / Monthly Salary : 18 / P40,385.00
Area of Assignment : Regional Program Management Office (RPMO)

Minimum Qualification Standards:

Education : Bachelor's Degree in Civil Engineering
Training : 24 hours of relevant trainings on rural/community development infrastructure.
Experience : At least 4 years work experience rural /community development programs/projects with specific functions of preparing a program of works (POW), detailed estimates, plans/drawings, technical specifications; managed implementation of community infrastructures;
With two (2) years of working experience in foreign assisted Projects;
Eligibility : Licensed Civil Engineer

Additional Qualification Standards:

1. Must be proficient in computer applications using MS Word, Excel, Power Point, Access and other softwares preferably Auto CAD
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

5. Four (4) Project Development Officer I (Municipal Livelihood and Enterprise Coordinator)

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

Minimum Qualification Standards:

Education : Bachelor's degree preferably in Management, Public Administration, Social Science or any relevant discipline that provides an understanding of rural development, livelihood and social entrepreneurship.
Training : None required. Relevant training in project management, entrepreneurship, Business development, market and value chain analysis, partnership building and networking, community organizing, community development approaches, strategies/methodologies, gender and development, Participatory Local Governance, Community-based Resource Management and Community-based Disaster Risk Reduction Management is an advantage
Experience : None required. Experience in Entrepreneurship, Financial Management, Participatory Local Governance and Community-based Resource Management will be an advantage.

Additional Qualification Standards:

1. Must be proficient 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

6. One (1) Administrative Assistant II (AA II)

Salary Grade / Monthly Salary : 8 / P18,480.07
Area of Assignment : Regional Program Management Office (RPMO)

Minimum Qualification Standards:

Education : Completion of two-year studies in tertiary education, or graduate of any two-year technical-vocational course
Training : None required.
Experience : None required.

Additional Qualification Standards:

1. Must be proficient in MS Office applications (Word, Excel, Power Point)
2. With positive work attitude and can work well under pressure
3. 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 25 April 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

DSWD Field Office 1, Quezon Avenue, City of San Fernando, La Union 2500
Email: fo1@dswd.gov.ph **Trunkline Number:** (072) 687-8000 **Telefax Numbers:** (072) 888 2184, (072) 888-2505
Website: <http://www.fo1.dswd.gov.ph>
Facebook: DSWD Ilocandia **Twitter:** @dswdfo1

3. Transcript of Records & Diploma (certified photocopies)
4. Certificate of Trainings/Seminars/Employment
5. Board Ratings/Professional License/CS Eligibility
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 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

4/16/2019