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## NOTICE OF VACANCY

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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 – Geographic Information System (GIS) Specialist (Contract of Service)**

**Salary Grade / Monthly Salary:** SG 15 / PhP31,403.33

**Area of Assignment:** Disaster Response Management Division

**Minimum Requirements:**

Education	–	Bachelor's Degree relevant to the job
Training	–	Eight (8) hours of relevant training along web GIS
Experience	–	At least one (1) year of relevant experience
Eligibility	–	Career Service (Professional) Second Level Eligibility

**Preferred Qualifications (Competency-Based):**

Education	–	Bachelor's Degree relevant to the job, preferably BS Geography, Geomatics Engineering, Information Technology, or other relevant social science courses; with Civil Service Eligibility – 2 <sup>nd</sup> level
Training	–	Ten (10) hours of relevant training preferably on Systems Analysis Design and Development, Database Management, Information Management and Analysis
Experience	–	One (1) year of relevant experience on database management application and administration, utilization of various computer-aided mapping applications, and other relevant experiences in the implementation of DRRM programs, projects and activities (PPAs)

**Additional Competencies:**

1. Proficient in MS Office, various computer-aided mapping applications, database management applications, web GIS, spatial analysis, and other related technologies
2. Excellent decision-making skills
3. Keen attention to details
4. Outstanding people-skills
5. Good written and oral communication
6. Competent ability to provide technical assistance and expert advice
7. Excellent analytical thinking
8. Willing to work long hours, to go on field work and to handle multi tasks type of work
9. Able to work harmoniously, competently and effectively even under pressure

Interested applicants may submit their application to the undersigned thru the Human Resource Management and Development Division (HRMDD) not later than **5:00 PM of 30 April 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. Certificate/s of Board Rating / Professional License / CS Eligibility;
6. Certification from School for Masteral units earned or completed, if any; and
7. Very Satisfactory (VS) Individual Performance Contract Rating (IPCR) for the last semester, 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

04/17/2019

**BY:**

  
**NORA D. DELA PAZ**  
OIC-ARD for Administration

Pursuant to:

SO No. 4157 Series of 2018