

## NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office 1** is inviting applicants to fill the hereunder vacant positions under Pantawid Familyang Pilipino Program.

### 1. One (1) AO II/ Financial Analyst I

**Status of Employment** : Contractual co-terminous  
**Area of Assignment** : Financial Management Division – Accounting Section  
**Salary Grade/Monthly Salary** : SG 11/P20,754.00

#### Minimum Qualification Standards:

**Education** : Bachelor's degree relevant to the job  
**Training** : 4 hours of relevant training  
**Experience** : 1 year of relevant experience  
**Eligibility** : None required

#### Additional Qualifications:

1. Proficient in MS Office Applications (Word, Excel, and Power Point)
2. Preferably with 1-year experience in government accounting
3. With positive work attitude and can work under pressure
4. With good analytical and reporting skills
5. With negotiation skills and the ability to develop strong working relationship

### 2. Seven (7) Municipal Links

**Status of Employment** : Contract of Service (COS)  
**Area of Assignment** : Ilocos Norte, Ilocos Sur, Pangasinan  
**Salary Grade/Monthly Salary** : SG 15/P31,752.00

#### Minimum Qualification Standards:

**Education** : Bachelor's degree relevant to the job  
**Training** : 4 hours of relevant training  
**Experience** : 1 year of relevant experience  
**Eligibility** : None required

#### Additional Qualifications:

1. Preferably a graduate of BS Social Work, Community Development or allied Social Science
2. Proficient in MS Office applications (Word, Excel, and Power Point)
3. Preferably with 1-year experience in Case Management and Community Organizing
4. With good oral and communication, presentation, facilitation and reporting skills

Interested applicants may submit their application to the undersigned not later than **5: 00 PM 16 August 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);