
NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office 1** is inviting applicants to fill the hereunder vacant **Contract of Service (COS)** positions under Specialized Programs Division – Sustainable Livelihood Program (SpPD – SLP):

1. 16 Project Development Officer II

Salary Grade / Monthly Salary: SG 15 / PhP36,619.00

Area of Assignment: Regionwide

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

Preferred Qualifications (Competency-Based):

Education	–	Bachelor’s degree in any business-related and/or social science courses
Training	–	At least 16 hours of relevant training in any or combination of the following: project management, social entrepreneurship, business plan development, business operations, project implementation, employment relations, and community organizing
Experience	–	At least 3 years of relevant experience in development-related projects involving community organizing, business development and/or training
Eligibility	–	None required

Job Summary:

The Project Development Officer II (PDO II) handles technical support, basic communication and coordination work. PDO II are expected to work under supervision of project/program managers and with other team members to achieve desired outputs and outcomes. Furthermore, PDO II may be deployed and tasked to work in various specialized field such as program operations, program development, program finance, planning, monitoring and evaluation, capability and partnerships building, and social marketing.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through the google link below **<https://forms.gle/adLjTRdmYMtJ8LZb7>** not later than **5:00 PM of 25 August 2023** 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;
5. Certificate of Employment;
6. Certificate/s of Board Rating / Professional License / CS Eligibility;
7. Certification from School for Masteral units earned or completed, if any;
8. Birth Certificate; and
9. Very Satisfactory (VS) Individual Performance Contract Rating (IPCR) for the last semester, if any.

Note:

1. 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.
2. Applicants with **incomplete documents** shall not be entertained.