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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 positions:

**1. One (1) Administrative Assistant II (Contract of Service) - Anticipated Vacancy**

**Salary Grade / Monthly Salary:** SG 8 / PhP19,744.00

**Area of Assignment:** Specialized Programs Division – Sustainable Livelihood Program - Regional Program Management Office

**CSC – Prescribed Minimum Qualification Standard:**

Education	–	Completion of two - year studies in college / high school graduate with relevant vocational / trade course
Training	–	At least four (4) hours relevant training
Experience	–	At least one (1) year relevant experience
Eligibility	–	None Required

**Job Summary:**

Under the supervision of the Regional Program Coordinator, the Administrative Assistant II shall provide administrative and logistical support to the technical staff of the Sustainable Livelihood Program.

**2. One (1) Administrative Assistant II (Contract of Service)**

**Salary Grade / Monthly Salary:** SG 8 / PhP19,744.00

**Area of Assignment:** Specialized Programs Division – Sustainable Livelihood Program to be mainstreamed at the Human Resource Management and Development Division - Learning and Development Section

**CSC – Prescribed Minimum Qualification Standard:**

Education	–	Completion of two - year studies in college / high school graduate with relevant vocational / trade course
Training	–	At least four (4) hours relevant training
Experience	–	At least one (1) year relevant experience
Eligibility	–	None Required

**Preferred Qualifications (Competency Based):**

Education	–	Preferably Bachelor's Degree graduate
Training	–	Training on facilitation and / or presentation skills is an advantage
Experience	–	Experience in the provision of learning and development interventions and / or conduct of capacity building activities is an advantage
Eligibility	–	None Required
Others	–	Competent in the use of MS Office applications and Google Workspace; With good oral and written communication

**3. Two (2) Project Development Officer II (Contract of Service)**

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

**Area of Assignment:** Specialized Programs Division – Sustainable Livelihood Program - Specialized Programs Division – Sustainable Livelihood Program - Regional Program Management Office

**CSC – Prescribed Minimum Qualification Standard:**

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 Business related and/or social science courses
Training	–	At least eight (8) hours of relevant training in any or a combination of the following: project management, social entrepreneurship, business plan development, business operations, project implementation, employment relations, and community organizing
Experience	–	At least one (1) year of relevant experience in development-related projects involving community organizing, business development and/or training
Eligibility	–	None Required

**Skills:**

1. Adept in community mobilizing;
2. Computer literate with basic knowledge on MS Office applications, especially MS Word, MS Excel and MS Powerpoint;
3. Capable of writing technical reports with minimal guidance; and
4. With basic skills on bookkeeping, and project management.

**Job Summary:**

The Project Development Officer II (PDO II) handles technical support, basic communication and coordination work. The PDO II are expected to work under the 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 fields such as program operations, program development, program finance, planning, monitoring and evaluation, capability and partnership building, and social marketing.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/qME58MEKbCNTEqTq7> not later than **5:00 PM of 27 September 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.