
NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office 1** is inviting applicants to fill the hereunder vacant position:

One (1) Administrative Assistant II (Contract of Service)

Salary Grade / Monthly Salary: SG 8 / PhP18,998.00

Area of Assignment: Field Office 1 - Regional Juvenile Justice and Welfare Committee (RJJWC) - I

CSC – Prescribed Qualification Standard:

Education	–	Completion of two-year studies in College
Training	–	Four (4) hours of relevant training
Experience	–	One (1) year of relevant experience
Eligibility	–	None Required

Preferred Qualifications (Competency-Based):

Education	–	College Graduate
Training	–	Four (4) hours of training on Information System or any administrative assistance
Experience	–	One (1) year of experience in using information system or administrative assistance work

Job Summary:

The Administrative Assistant II shall train and monitor the users of the Juvenile Justice and Welfare Information Management System (JJ-MIS) and provide administrative assistance to the Support for Bahay Pag-Asa Project.

Interested applicants may submit their documents via email to recruitment@jjwc.gov.ph not later than **5:00 PM of 13 December 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. Certificate/s of Trainings / Seminars attended;
5. Certificate/s 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.