
NOTICE OF VACANCY

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

One (1) Project Development Officer II (Contract of Service)

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

Area of Assignment: Policy and Plans Division

CSC – Prescribed Qualification Standards:

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 relevant to the position
Training	:	Four (4) hours of relevant training
Experience	:	At least one (1) year of experience in program / project development and management <ul style="list-style-type: none"> - Experience in working in government, and/or development partner’s projects, and other stakeholders - Experience in developing plans, project proposal, tracking results, and reporting project outcomes
Additional Competency	:	<ul style="list-style-type: none"> - Working knowledge of the administrative and financial procedures related to procurement policies of government agencies; and monitoring and evaluation of multi-stakeholder development projects; - Preferably familiar with strategies for partnership development and alliance building; - Preferably familiar with DSWD social protection programs and strategies; - Excellent written and oral communication skills; - High proficiency in the use of standard software packages (e.g. Word, Excel, etc.); - Ability to respond quickly and efficiently in a fast-paced work environment with multi-tasking capabilities
Eligibility	:	None required

Job Summary:

The Project Development Officer II will be detailed in the Field Office, who will be responsible for liaising, coordinating and monitoring the implementation of approved Programs, Activities, and Projects (PAPs), and ensure compliance with loan covenants and related requirements. He or she will prepare and consolidate progress reports, help maintain the Beneficiary First (BFIRST) databases, and attend to other requirements of the Project Management Unit (PMU). Further, ensures that the Project Director's directives and concerned officials of the BFIRST PMU are properly addressed, and does other-related staff work.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/JDczhxRmkz48EWAd9> not later than **5:00 PM of 23 February 2024** 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.