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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 under the **SPECIALIZED PROGRAMS DIVISION – KALAHI-CIDSS**, to wit:

**1. One (1) Area Coordinator (Anticipated Vacancy)**

<b>Employment Status</b>	:	Contract of Service
<b>Area of Assignment</b>	:	Region 1 (Regionwide)
<b>Salary Grade / Monthly Salary</b>	:	SG 18 / PhP 46,725.00

**Minimum 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:**

1. Graduate of Bachelor's degree in **Community Development, Public Administration, Social Work** or any of **Social Science courses**
2. Must be proficient with computer applications using MS Word, Excel, Power Point, Google Workspace and other applicable software
3. With positive work attitude and can work under pressure
4. With good interpersonal relationship

**Job Description:**

The Area Coordinator (AC) oversees and manages day to day operations of the area coordinating team (ACT) in the municipality. The AC supervises members the team in the exercise of their specific functions in implementing National Community-Driven Development Program (NCDDP) development processes and interventions along the Community Empowerment Activity Cycle (CEAC), and establish, develop, operationalize, and maintain ACT operations management systems, processes, and mechanisms to ensure efficient and effective ACT operations. S/he likewise coordinates with the Municipal Local Government Unit (MLGU), its various offices, and the members of the Municipal Inter-agency Committee (MIAC) and Local Poverty Reduction Action Team (LPRAT), and the DSWD Municipal Action Team (MAT) to mobilize support for NCDDP operations in the municipality, and oversees the preparation of community development projects to ensure that these meet the technical and procedural requirements of the program.

**2. One (1) Technical Facilitator (Anticipated Vacancy)**

<b>Employment Status</b>	:	Contract of Service
<b>Area of Assignment</b>	:	Region 1 (Regionwide)
<b>Salary Grade / Monthly Salary</b>	:	SG 17 / PhP 43,030.00

**Minimum 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:**

1. Graduate of Bachelor's degree in **Civil Engineering**
2. Preferably a **licensed Civil Engineer**
3. Must be proficient with computer applications using MS Word, Excel, Power Point, Google Workspace and other applicable softwares

4. With positive work attitude and can work under pressure
5. With good interpersonal relationship

**Job Description:**

The Technical Facilitator shall provide technical assistance to the Area Coordinating Team, Municipal Financial Analyst and the Community Empowerment Facilitator of the different barangays on the implementation of the Community Empowerment Activity Cycle and ensure that community infrastructures built and managed by volunteers meet KC-prescribed design, construction and procurement processes and Project standards.

**3. One (1) Municipal Financial Analyst (Anticipated Vacancy)**

<b>Employment Status</b>	:	Contract of Service
<b>Area of Assignment</b>	:	Region 1 (Regionwide)
<b>Salary Grade / Monthly Salary</b>	:	SG 15 / PhP 36,619.00

**Minimum 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:**

1. Preferably a graduate of **Bachelor's Degree in Accountancy, Business Administration** or any **finance-related courses**;
2. With at least eight (8) hours relevant training related to government accounting systems;
3. With at least one (1) year related work experience, preferably in a government institution;
4. Computer literate with basic knowledge on MS applications;
5. With positive work attitude and can work under pressure;
6. With good interpersonal relationship.

**Job Description:**

The Municipal Financial Analyst will be primarily responsible in (i) training community volunteers on financial management and fiduciary processes; (ii) assisting and providing TA to community volunteers in setting-up systems and processes for community-based finance management and fiduciary control, and; (iii) exercising QA and QC directly, over financial transactions relative to the request for, release and accounting of community grants.

**4. One (1) Community Empowerment Facilitator (Anticipated Vacancy)**

<b>Employment Status</b>	:	Contract of Service
<b>Area of Assignment</b>	:	Region 1 (Regionwide)
<b>Salary Grade / Monthly Salary</b>	:	SG 15 / PhP 36,619.00

**Minimum 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:**

1. Graduate of any 4 year course relevant to **social development, community development**, and/or **social work**.
2. Must be fluent in the local dialect of the area to which the candidate will be assigned. In addition, candidates who are IPs shall also be preferred

3. Must be proficient with computer applications using MS Word, Excel, Power Point, Google Workspace and other applicable softwares
4. With positive work attitude and can work under pressure
5. With good interpersonal relationship

**Job Description:**

The Community Facilitator (CF) implements the Community Empowerment Activity Cycle (CEAC) at the barangay level. The CF ensures that barangay and community-level development processes and activities conducted along the CEAC are facilitated efficiently, with the direct participation, inclusion, and engagement of all stakeholders. The CF ensures that opportunities are provided, processes are designed, and mechanisms are established at the barangay level, that would allow all sectors, especially the most marginalized groups, to engage in and benefit from project activities.

**5. One (1) Project Evaluation Officer III (Republication)**

**Employment Status** : Contract of Service  
**Area of Assignment** : KALAHI-CIDSS RPMO  
**Salary Grade / Monthly Salary** : SG 18 / PhP 46,725.00

**CSC – Prescribe Qualifications Standards**

Education : Bachelor’s Degree relevant to the job  
 Training : Eight (8) hours of relevant training  
 Experience : Two (2) years of relevant experience  
 Eligibility : None Required

**Preferred Qualifications (Competency-based)**

Education : Bachelor’s Degree in Social Sciences, IT, Statistics, Economics or related field  
 Training : Eight (8) hours training on any of the following: Program/Project Monitoring and Evaluation, Research, Data Analysis or Report Writing  
 Experience : With at least two (2) years of experience in any of the following: Monitoring and Evaluation, Project Implementation, Research, Report Writing and Database Operation  
 Eligibility : None Required

**Job Description:**

Under the M&E Officer III assists the other regional and cluster M&Es in Program monitoring, report and feedback preparation, provision of technical assistance on database management and GIS, and intake and monitoring of grievance.

**6. One (1) Project Evaluation Officer III (Grievance Redress Monitoring)**

**Employment Status** : Contract of Service  
**Area of Assignment** : KALAHI-CIDSS RPMO  
**Salary Grade / Monthly Salary** : SG 18 / PhP 46,725.00

**CSC - Prescribed Qualification Standards:**

Education : Bachelor’s Degree relevant to the job  
 Training : Eight (8) hours of relevant training  
 Experience : Two (2) years of relevant experience  
 Eligibility : None Required

**Preferred Qualifications (Competency-based)**

Education	:	Bachelor's Degree in Social Sciences or related field
Training	:	With eight (8) hours training in any of the following: grievance handling, research, field investigation, counseling or alternative dispute resolution
Experience	:	With at least two (2) years of experience in any of the following: monitoring and evaluation, research, report writing, alternative dispute resolution or grievance handling
Eligibility	:	None Required

**Job Description:**

Under the general supervision of the Project Evaluation Officer IV with latitude for the exercise of independent judgement, the Project Evaluation Officer III for Grievance Redress Monitoring is in charge of intake and monitoring of grievances lodged at the RPMO and provision of technical assistance to Area Coordinating level in monitoring grievances.

Interested applicants may submit their application to **Regional Director MARIE ANGELA S. GOPALAN** through the google link: <https://forms.gle/SrATi3g3Z2A7GGe78> not later than **5:00 PM of 15 March 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. Certificates of Trainings, Seminars attended;
5. Certificate/s of Employment;
6. Certification of Board Rating / Professional License / and CS Eligibility, if applicable;
7. Certification from School for Masteral units earned or completed, if any; and
8. 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.