
NOTICE OF VACANCY

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. Three (3) Technical Facilitator

Employment Status	:	Contract of Service
Area of Assignment	:	Region 1 (Regionwide)
Salary Grade / Monthly Salary	:	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.

Interested applicants may submit their application to **Regional Director MARIE ANGELA S. GOPALAN** through the google link: <https://forms.gle/c5sv4RsEgCtE9oJ77> not later than **5:00 PM of 20 May 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.