

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 – KALAH-CIDSS**, to wit:

1. One (1) Financial Analyst III (Liquidation)

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

Minimum 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 of Science in Business Administration major in Accounting, Bachelor of Science in Accountancy, Management Accounting or Financial Management and other Business Related Courses.
Training	:	16 hours of relevant training in fiscal administration, government financial management, budgeting, accounting and auditing systems.
Experience	:	At least 2 years of relevant and progressive work experience on financial management, budgeting, accounting and auditing functions.
Eligibility	:	None required

Job Description:

The Financial Analyst III shall provide monitoring and technical assistance support in ensuring that funds released for the implementation of the program are timely liquidated for the purpose and in accordance with the rules and procedures prescribed in the KALAH-CIDSS finance manuals, circulars and guidelines as well as government financial management, budgeting, accounting and auditing laws, rules and regulations. He/She will ensure that all funds utilized are properly and timely liquidated and all closing related activities for the implementation of sub-projects at the communities are properly consolidated, corroborated, monitored, tracked and reported across financial reporting databases and systems.

2. Two (2) Municipal Financial Analyst

Employment Status : Contract of Service
Area of Assignment : Anywhere in Region 1
Salary Grade / Monthly Salary : 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

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.

3. One (1) Administrative Officer II

Employment Status : Contract of Service
Area of Assignment : KALAHI-CIDSS-RPMO
Salary Grade / Monthly Salary : SG 11 / Php 27,000.00

Minimum Qualification Standards:

Education	:	Bachelor's degree relevant to the job.
Training	:	Four (4) hours of relevant training; must be proficient with computer applications using MS Word, Excel, Power Point and other applicable softwares.
Experience	:	One (1) year relevant experience
Eligibility	:	None required

Preferred Qualifications (Competency-based):

Education	:	Bachelor's degree relevant to the job.
Training	:	Eight (8) hours of relevant training; must be proficient with computer applications using MS Word, Excel, Power Point and other applicable softwares.
Experience	:	One (1) year relevant experience
Eligibility	:	None required

Job Description:

Under immediate supervision, and in accordance with existing guidelines, rules and regulation and protocols, facilitates administrative services at the Regional Project Management Office in terms of managing flow of communications, safekeeping of program documents and providing clerical and other related administrative support.

Interested applicants may submit their application to **Regional Director MARIE ANGELA S. GOPALAN** through the google link: <https://forms.gle/Znoi8AaiEHMJURLV7> not later than **5:00 PM of 24 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.


RHEA R. RIDUAL-CALIX
 AO V / OIC, HRMDD
 05/20/2024