
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. Two (2) Area Coordinator

Employment Status : Contract of Service
Area of Assignment : Region 1 (Regionwide)
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	:	Graduate of any 4 year course relevant to social development, community development, and/or social work. Undergraduates who possess equivalent experience in community development, community organizing, social work, and participatory local governance may also be considered.
Training	:	2 years of relevant, progressive work experience in community organizing and/or development assistance projects. Experience in implementing gender and development, conflict sensitivity and peace building, development work with indigenous people and indigenous cultural communities, community-based resource management, community-based environmental protection, and community-based disaster risk reduction programs is an advantage.
Experience	:	At least forty (40) hours of relevant training in community organizing, community mobilization strategies and approaches, and/or Popular Education techniques and approaches. Training in Gender and Development and/or Local Governance a plus.
Eligibility	:	None required

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.

Interested applicants may submit their application to **Regional Director MARIE ANGELA S. GOPALAN** through the google link: <https://forms.gle/Kz4n34MX7U9Rprgq9> not later than **5:00 PM of 22 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.
3. Previous applicants need not to apply.