

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

Eighteen (18) Project Development Officer II
(newly created)

Status of Employment: **Contract of Service**
Monthly Salary: **SG 15 (Php 36,619.00)**
Area of Assignment: **Sustainable Livelihood Program - RPMO**

Qualification Standards

Education: Bachelor's Degree relevant to the job
Experience: One (1) year of relevant experience
Training: Four (4) of hours of relevant training

Preferred Qualifications

Education: Bachelor's Degree relevant to the job
Experience: One (1) year of relevant experience
Training: At least four (4) of hours of relevant training
Eligibility: CS Second Level (Professional) Eligibility/RA 1080

Specific Tasks and Functions:

1. Create a detailed work plan for the implementation of the Sustainable Livelihood Program (SLP) in his/her area of assignment;
2. Forge partnerships with key stakeholders that will help ensure the viability and sustainability of livelihood projects and employment facilitation;
3. Identify, profile, organize and train the program participants for the establishment of resource-based and market-oriented microenterprises and referral to employment opportunities;
4. Provide technical assistance to the program participants and partner stakeholders in implementing sustainable livelihood initiatives through the Community Driven Enterprise Development framework;
5. Monitor the implementation of the program outputs at the participant and community levels through the use of different monitoring and evaluation tools;
6. Prepare and submit reports and other documents required;
7. Function as member of DSWD Municipal Action Team together with other field staff of the Pantawid Pamilya and KC-NCDDP;
8. Perform other related functions as may be assigned by the supervisor

Requirements:

Interested and qualified applicants must submit the following documents in **PDF** not later than 25 APRIL 2024.

1. Application Letter addressed to **Dir. Lucia Suyu Alan, Regional Director**
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CSC Form 212 Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of Transcript of Records.

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents by filling-up this link: <https://bit.ly/49WpFB5>. **Unspecified application shall not be entertained.**

Walk in submission shall not be allowed.


LUCIA SUYU ALAN, RSW
Regional Director

Page 1 of 1