

NOTICE OF VACANCY

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

One (1) Administrative Assistant I
(Vice Mark Lester Pacios)

Status of Employment: Contract of Service (Memorandum of Agreement)
Monthly Salary: SG 7 (Php 18,620.00)
Area of Assignment: Crisis Intervention Section

Qualification Standards

Education: Bachelor's Degree relevant to the job
Experience: None Required
Training: None Required
Eligibility: Career Service (Sub-Professional) First Level Eligibility / RA 1080

Preferred Qualifications

Education: Bachelor's Degree relevant to the job
Experience: None Required
Training: None Required
Eligibility: Career Service (Sub-Professional) First Level Eligibility / RA 1080

Specific Tasks and Functions:

1. Answers and screens telephone calls and provide feedback;
2. Maintains the document tracking system of the office;
3. Prepares communication,
4. Assists in the processing of supporting documents for assessment and request for approval, and
5. Performs other related tasks as assigned.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than APRIL 26, 2024.

1. Application Letter addressed to **Ms. Lucia Suyu Alan, RSW, Regional Director**
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)
3. Photocopy of CSC eligibility/PRC license (if applicable);
4. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
5. Certificate of relevant trainings and seminars attended
6. Photocopy of TOR and Diploma

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 via: <https://bit.ly/49WpFB5>.

Applications without specified position and submissions thru walk-ins and thru jobs.fo2@dswd.gov.ph SHALL NOT BE ENTERTAINED.



LUCIA SUYU ALAN, RSW
Regional Director *g*

NOTICE OF VACANCY

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

One (1) Project Evaluation Officer IV
(vice Sison Laboye)

Status of Employment: Contract of Service
Monthly Salary: SG 22 (Php 71, 511.00)
Area of Assignment: KALAHI CIDSS Program

Qualification Standards

Education: Bachelor's Degree relevant to the job
Training: At least sixteen (16) hours of relevant training
Experience: At least three (3) years of relevant experience
Eligibility: Career Service (Professional) Second Level Eligibility

Preferred Qualification

Education: Bachelor's degree in development studies, economics, statistics, social sciences or related field, preferably with Master's Degree.
Training: At least 56 hours relevant training in on program/project monitoring and evaluation, research, data analysis, database operation or GIS
Experience: At least six (6) years of progressive work experience preferably in a supervisory capacity in any of the following: program monitoring and evaluation, research or planning; with at least 2 years of experience in development work or ODA programs/projects
Eligibility: Career Service (Professional) Second Level Eligibility

Specific Tasks and Functions:

1. Lead the preparation of annual and quarterly M&E Unit work and financial plans;
2. Provide overall guidance and technical assistance to M&E staff in the region in the conduct of NCDDP monitoring and evaluation based on approved work and financial plans;
3. Provide technical and administrative supervision to Regional M&E Officers;
4. Oversee and review M&E staff performance conduct of activities and delivery of outputs;
5. Review and analyze regional consolidated reports and data;
6. Conduct data quality assessments and field visits to validate municipal data and reports and identify potential problems and concerns;
7. Ensure smooth operation of the regional database, geo-database and dashboard system;
8. Coordinate with different RPMO units on the consolidation of operational and results based NCDDP data;
9. Monitor intake and resolution of grievances;
10. Prepare regular and on demand consolidated reports, feedbacks and presentation materials;
11. Identify potential areas for research and thematic studies;
12. Facilitate internal Municipal Assessments, internal, external, and third-party monitoring and evaluation and lessons sharing activities;
13. Facilitate staff and beneficiary capacity building activities related to monitoring and evaluation;

14. Provide technical assistance to RPMO, ACT and LGU staff and volunteers on monitoring and evaluation., including PIMS use and management;
15. Participate and provide technical guidance and inputs on CDD policies and standards, and other concerns related to his/her specialization during KC-NCDDP regular meetings; and
16. Perform other duties which may be assigned by the head of office or in the exigency of service.

Requirements:

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