

NOTICE OF VACANCY

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

One (1) Project Development Officer II (Newly Created Position)

Status of Employment: Contract of Service
Monthly Salary: SG 15 (Php 36,619.00)
Area of Assignment: Crisis Intervention Section

Minimum Qualification Standards

Education: Bachelor's degree relevant to the job
Experience: One (1) year of relevant experience
Training: Four (4) hours relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

Preferred Qualifications

Education: Bachelor's degree relevant to the job
Experience: One (1) year of relevant experience
Training: Four (4) hours relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

Specific Tasks and Functions:

1. Acts as the administrator of the available online platforms of the project;
2. Provides MHPSS using the available online platforms of the project;
3. Maintain directory of SWADAs, other Government Agencies and other stakeholders as providing further interventions under the project;
4. Coordinates with National Government Agencies, Civil Society Organizations and Local Government Units as support in the implementation of the project;
5. Documents milestones in the course of the project operationalization;
6. Assist in the periodic evaluation of the project outcomes; and
7. Performs other tasks as assigned by the Head of Office.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than APRIL 22, 2024.

1. Application Letter
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>. Please indicate **Project Development Officer II CIS** in the subject.

Applications with no specific position and walk-in submission shall not be entertained.



LUCIA SUYU ALAN, RSW
Regional Director *lca.*