

NOTICE OF VACANCY

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

One (1) Project Development Officer I
(Vice Ezekiel Bryant L. Tagiuam)

Status of Employment: **Cost of Service**
Monthly Salary: **Php 27,000.00**
Area of Assignment: **Disaster Response Rehabilitation Section**

Minimum Qualification Standards

Education: Bachelor's degree relevant to the job
Experience: None Required
Training: None Required

Preferred Qualifications

Education: Bachelor's degree relevant to the job
Experience: At least one (1) year of experience
Training: At least Four (4) hours of relevant training
Eligibility: CS Second level (Professional) Eligibility/ RA 1080

Specific Tasks and Functions:

1. Attend and participate in the DRMB and FO level strategic and implementation planning;
2. Assist in the preparation and conduct of the province's program proposal crafting as well as consolidation for onward submission to the Central Office for approval;
3. Input in the enhancement/Evaluation tool/report;
4. Assist in the conduct of monitoring evaluating projects implemented by partner LGUs and document all RRP related activities as part of the documentation efforts to capture good practices and innovations;
5. Participate in the conduct of FO level Work and Financial Planning;
6. Assist Team Lead in crafting and submission of reportorial requirements on Risk and Resiliency Program;
7. Perform other related task as may be required.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than July 13, 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