

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: Office of the Regional Director

Qualification Standards

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

Preferred Qualification

Education: Bachelor's degree preferably Social Work, Community Development, Sociology, Psychology, or any related social science course
Training: Eight (8) hours of relevant training
Experience: Two (2) years of relevant experience
Eligibility: CS Professional/RA 1080/2nd Level Eligibility

Specific Tasks and Functions:

1. Perform as the secretariat in operationalizing all the KM Mechanisms such as KM Team, Core Group of Specialists (CGS) for SWIDB-SOP-005 Provision of RP), SWD-Lnet, submission of knowledge products and documentation of knowledge sharing sessions, and maintenance of Regional Learning Resource Centers or Knowledge Corners;
2. Advocate, communicate, integrate, monitor, and evaluate KM-related and Quality Management System (QMS) -related systems, technologies, processes, policies, and activities;
3. Participate in KM-related and QMS-related meetings;
4. Facilitate the endorsement of KM and QMS-related interventions and their implementers to the Social Welfare Institutional Development Bureau for acknowledgment and recognition;
5. Facilitate conduct and submission of reportorial requirements related to KM and QMS interventions such as KM Assessments, Knowledge Products, Knowledge Sharing Sessions (KSS), Core Group of Specialists, Social Welfare and Development Learning Network reports, and system improvement reports; and 6. Manage learning facilities and submit reportorial requirements; and
6. Perform other tasks as may be assigned.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than MAY 13, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)
2. Photocopy of CSC eligibility/PRC license (if applicable);

3. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
4. Certificate of relevant trainings and seminars attended
5. 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 in the subject.

Applications without specified position and walk-in submission **shall not be entertained**.


LUCIA SUYU ALAN, RSW
Regional Director