

NOTICE OF VACANCY

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

One (1) Project Development Officer II
(vice Shelamae Cudal)

Status of Employment: **Contractual**
Monthly Salary: **Php 38,413.00**
Area of Assignment: **Sustainable Livelihood Program**

Minimum Qualification Standards

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

Preferred Qualifications

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

Specific Tasks and Functions:

1. Facilitate the implementation of the Sustainable Livelihood Program at the municipal level through the Community Enterprise Development;
2. Collaborate with all the stakeholders especially the target beneficiaries, Local Government Unit, microfinance institutions, and business development service providers, and other necessary partners;
3. Create a detailed work plan for the implementation of the Sustainable Livelihood Program in his/her assigned municipality/ies;
4. Forge partnerships with key stakeholders that will help ensure the viability and sustainability of microenterprise that will be established and create a job network of locally available employment opportunities. The following stakeholders should be prioritized: LGU, field staff of national government agencies, business establishments, microfinance institutions, socio-civic organizations, people's organizations, academe, faith-based groups and other volunteers;
5. Identify, profile, organize and train the program participants for the establishment of market-oriented microenterprises and referral to employment opportunities;
6. Provide technical assistance to the beneficiaries and partner stakeholders in implementing sustainable livelihood initiatives through the Community Driven Enterprise Development;
7. Monitor the implementation of the program outputs at the participant and community levels through the use of different monitoring and evaluation tools provided by the Central Office;
8. Function as member of DSWD Municipal Action Team together with other field staff of the Pantawid Pamilya (participate in all the meetings of the MA, develop a Municipal Action Plan and perform assigned duties as agreed in MAT meetings); and
9. Performs other related tasks.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than SEPTEMBER 18, 2024.

1. Application Letter addressed to **Dir. Lucia Suyu Alan, RSW, Regional Director**
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 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 and Submission via email shall not be allowed.


LUCIA SUYU ALAN, RSW
Regional Director