

## NOTICE OF VACANCY

as of December 20, 2021

Position : **ADMINISTRATIVE OFFICER II**  
Designation :  
Salary : **SG 11 (Php 25,439. 00)**  
Number of Vacancy : **1**  
Area of Assignment : **Regional Program Management Office – Social Marketing Unit**  
Status of Employment : **Cost of Service (January- December 2022)**

### Preferred Qualifications (Competency-based):

Education : **Bachelor's Degree in Mass Communication, Journalism, Communication Arts, or related course**  
Training : **At least (eight) 8 hours of related training on Social Media Management, Press Release, and Feature Writing and Media Relations**  
Experience : **At least (one) 1 year of related experience**  
Eligibility : **Career Service Professional / 2<sup>nd</sup> Level Eligibility**

### Job Functions:

1. Develop a KALAH-CIDSS Regional Communication Plan for social marketing/advocacy activities to increase public awareness and build support among community stakeholders and other partners in the program's implementation
2. Propose/plan, conduct KALAH-CIDSS activities to promote and gain support for the program
3. Package success stories (news/feature/photo), development stories, good practice documentation of the implementation of the program – this includes captioning of the attached photo. [Must be fluent in English, Tagalog and Bisaya].
4. Photo-document KALAH-CIDSS/Social Marketing activities. [Must be above average in terms of skills in photography and well-versed in operating DSLR cameras].
5. Coordinate with media outfits and mobilize various broadcast and media partners (TV and radio) in covering KALAH-CIDSS/Social Marketing activities
6. Provide technical assistance to other Regional/Sub-regional Program Management Office, Area Coordinating Teams staff with regards to the social marketing/advocacy efforts and branding of the program
7. Layout/craft Information, Education, Information (IEC) materials for advocacy (print: tarpaulin, newsletters, compendium, posters, etc./audio-visual/broadcast) for the promotion of the program. [Must have above average skills and knowledge in Photoshop, Illustrator, and audio/video editing tools.]
8. Craft/submit regular accomplishment reports and advocacy updates with regards to the Social Marketing efforts of the Field Office
9. Assist Regional Information Officer and the Social Marketing Section in public information and social marketing activities including the conduct of KALAH-CIDSS and DSWD regional special events
10. Act on the directives of the Regional Program Management Office.

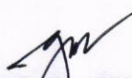
Due to the increasing incidence of COVID-19, interested and qualified applicants may submit their application thru [recruitment.focrg@dswd.gov.ph](mailto:recruitment.focrg@dswd.gov.ph) with the complete scanned copies of the following documents below **on or before December 25, 2021**.

1. Application Letter addressed to OIC Regional Director Ramel F. Jamen;
2. Personal Data Sheet with passport size ID picture (Civil Service Form No. 212, Revised 2017 with Work Experience sheet, which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph));
3. Transcript of Records;
4. Certificate of relevant trainings and seminars attended;
5. Barangay Certification stating that you have no illness and/or you are physically fit to travel;
6. Copy of duly signed Individual Performance Contract/Summary of Rating of Performance Contract Assessment (if applicable)

Note: Be reminded to indicate **APPLICATION FOR ADMINISTRATIVE OFFICER II – SMU KALAH** as the e-mail subject. Request for extension of submission and application with incomplete documents will not be facilitated.

The agency values diversity in its workplace and encourage qualified applicants regardless of age, sex, sexual orientation, ethnicity, political affiliation, religion, disability and others.

For inquiries, please call Human Resource Planning and Performance Management Section thru the telephone number (085) 342- 5619 local 114.

  
**GENELYN P. MARTURILLAS**  
AO V/ HRPMS Head  
December 20, 2021