

NOTICE OF VACANCY
as of December 20, 2021

Position : **MUNICIPAL FINANCIAL ANALYST**
Salary : **SG 15 (Php 35, 097. 00)**
Number of Vacancy : **7**
Program : **KALAHI-CIDSS**
Area of Assignment : **FIELD BASED**
Status of Employment : **Cost of Service (January- December 2022)**

Preferred Qualifications (Competency-based):

Education : **Bachelor's Degree Accounting, Accounting Technology, or any finance Related Course**
Training : **At least (eight) 8 hours of Accounting Related Training**
Experience : **At least one (1) year of relevant experience, preferably in a Government Institution**
Eligibility : **RA 1080/ CSC Professional (2nd Level Eligibility)**

Job Functions:

1. Conduct training for community volunteers on Financial Management and Fiduciary Processes;
2. Assist and Provide technical Assistance to community volunteers in setting- up systems and processes for community- based finance management and fiduciary control;
3. Exercising QA and QC directly, over financial transactions relative to the request for, release and accounting of community grants;
4. other related tasks as need arises


Due to the increasing incidence of COVID-19, interested and qualified applicants may submit their application thru 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);
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 MUNICIPAL FINANCIAL ANALYST - KALAHI** 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 VI/ HRPPMS Head
December 20, 2021