

NOTICE OF VACANCY
as of November 26, 2021

Position : **NUTRITIONIST-DIETITIAN II**
Designation : **N/A**
Cost of Service : **SG 15 (Php 33,575.00)**
Number of Vacancy : **1**
Area of Assignment : **DSWD Field Office Caraga – Supplementary Feeding Program**
Status of Employment : **Contract of Service (December 2021)**

Preferred Qualifications (Competency-based):

Education : **Bachelor's Degree in Nutrition, Dietetics, or Community Nutrition**
Training : **At least four (4) hours of relevant training**
Experience : **At least six (6) months of experience as Nutritionist and Dietitian specifically in Public Health Nutrition, Hospital, and Academe and at least six (6) months of experience in community work**
Eligibility : **RA 1080 (Registered Nutritionist-Dietitian)**
Others : **Can formulate Nutritional Plan for Children, Can work with minimum supervision, With good oral and written communication, Willing to be assigned in any area within Caraga**

Applicants should be guided by the following **Criteria of Evaluation:**

• Education (E)	– 20%
• Training (T)	– 10%
• Experience (E)	– 20%
• Initial Qualifying Test (IQT)	– 10%
• Special Exam (Technical)	– 15%
• Interview	– 25%
Total	– 100%

Job Functions:

- Provides supervision, technical assistance to FO's Centers, LGUs, and other agencies through consultations, trainings, and other staff development activities
- Formulate Nutrition Plan for the Agency
- Liaise with other agency for program advocacy partnership
- Act as consultant to all nutrition activities of the region
- Prepare technical assistance report
- Prepare program assessment and analysis on the assigned area
- Act as consultant to all nutrition activities of the assigned province
- Perform other related tasks as requested by the Supervisor

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 8, 2021:**

1. Application Letter addressed to OIC Regional Director Ramel F. Jamen;


2. **.PDF file of Updated and Duly filled-out** Personal Data Sheet with affixed signature and 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 Eligibility or PRC license;
5. Certificate of relevant trainings and seminars attended; and
6. Copy of duly signed Individual Performance Contract/Summary of Rating of Performance Contract Assessment

*******IMPORTANT REMINDERS*******

- a. Files should be in a PDF/Word/Excel/Image (ensure that it is clear and readable) and must NOT be compressed into archive file formats such as RAR, ZIP/Google Drive. If applying for multiple positions, submit a separate set for each.
- b. All communications pertaining to your application will be sent via e-mail.
- c. Be reminded to indicate **APPLICATION FOR NUTRITIONIST-DIETITIAN II (SFP)** as the e-mail subject.
- d. 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/ HRPPMS Head
November 26, 2021