

Date: 09 January 2022

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has one (1) vacant **permanent** position with details as follows:

Office: Promotive Services Division

PROJECT DEVELOPMENT OFFICER III

Item number : OSEC-DSWDB-PDO3-5-2006
Compensation : SG 18 (Php 45,203.00)
Place of Assignment: Sustainable Livelihood Program

CSC PRESCRIBED QUALIFICATION STANDARDS:

Education : Bachelor's degree relevant to the job
Experience : 2 years relevant experience
Training : 8 hours relevant training
Eligibility : Career Service (Professional) / Second Level Eligibility

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree preferably in Management, Entrepreneurship, Economics, Development Studies, Community Development, or any business related or Social sciences degree
Experience : At least five (5) years of relevant experience in any or the combination of Development-related projects involving government projects, community organizing, and business development
Training : At least forty-eight (48) hours of relevant training in any or a combination of the following: project management, social entrepreneurship, business operations, project implementation, employment relations, strategy management, community organizing, and monitoring and evaluation
Eligibility : Career Service (Professional) / Second Level Eligibility
Skills : (a) community organizing and mobilizing; (b) computer literate with basic knowledge on MS Office applications, especially MS Word and Ms Excel; (c) managing and supervising teams; (d) strategy management; and (e) data analysis as basis for decision making

JOB DESCRIPTION:

The Project Development Officer III – Regional Program Coordinator (RPC) supervises the overall regional implementation of the Sustainable Livelihood Program to ensure that the directives and physical and financial targets are delivered. This includes provision of technical assistance to field staff in terms of planning, implementation, monitoring and evaluation, and setting the direction for capability building and management, financial management, and social marketing.

Functions and Responsibilities:

1. Develop implementation strategies through plans and models, such as:
 - a. Preparing a regional work and financial plan for implementation;
 - b. Preparing and executing a regional level monitoring and technical assistance plan for SLP-RPMO specialists and Provincial Coordinators; and
 - c. Identifying strategies to sustain good practices to accomplish targets.
2. Perform over-all regional leadership and management, including the following:
 - a. Collaborating with the other core programs and other public and private institutions in the province;
 - b. Supervising the regional implementation of SLP special projects and for vulnerable sectors and livelihood referrals;
 - c. Managing referrals and grievance promptly and ensuring appropriate actions are done within timeline and follow standard operating procedures;
 - d. Ensuring the periodic submission of feature articles and stories of change by the SLP Social Marketing Officer; and
 - e. Reviewing the presentation and securing the dissemination of reports on physical and financial accomplishments prepared by the SLP Social Marketing Officer and Monitoring and Evaluation Officers for Operations and Finance;
 - f. Leading the regional operations assessment to ensure that the program is implemented in accordance to the SLP policies and guidelines;
 - g. Conducting periodic implementation reviews to ensure that the program is implemented in accordance to the existing policies and directions of the organization;
 - h. Conducting a periodic performance assessment to RPMO Staff to provide necessary technical assistance.
3. Represent SLP-RPMO in the DSWD Field Office Management Committee and present Implementation updates, plans and strategies and solicit inputs from the Committee that Will better support the implementation and monitoring of SLP projects.
4. Appraise and recommend strategies and policy inputs set forth by the SLP-NPMO.
5. Performs other related tasks that may be assigned.

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

• Education (E)	25%
• Training (T)	10%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	10%
• Special Exam (Technical)	15%
• Interview	10%
• IPCR or any related Performance Assessment Review	5%
Total	100%

Initial Shortlisting: Obtain 75% of the maximum total score and only those who obtained a high average percentile on IQT

Secon Shortlisting: Top five (5) highest rating but overall rating should not less than 80%

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 21 February 2022.**

1. Application letter addressed to OIC-Regional Director Ramel F. Jamen;
2. **PDF file of 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. Authenticated copy of Transcript of Records;
4. Authenticated copy of certificate of eligibility/rating/license;
5. Certificate of relevant trainings and seminars attended;
6. Copy of duly signed Individual Performance Contract/Summary of Rating Performance Contract Assessment or the likes.

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

- a. Walk-in applicants will not be entertained in observance to the new normal.
- b. 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.
- c. All communications pertaining to your application will be sent via e-mail.
- d. Be reminded to indicate **APPLICATION FOR PDO III-SLP** as the e-mail subject.
- e. Request for extension of submission and application with incomplete documents will not be facilitated.

All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, region, ethnicity, social status, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

Request for extension of submission and application with Incomplete documents will not be entertained. All communications pertaining to your application will be sent via e-mail.

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



GENELYN P. MARTURILLAS
Administrative Officer V
Human Resource Planning and Performance Management Section