

Date: 25 APRIL 2022

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has six (6) vacant **Contract of Service** positions with details as follows:

Office: Sustainable Livelihood Program - PAMANA

PROJECT DEVELOPMENT OFFICER II

Item number : N/A
Compensation : SG 15 (Php 35,097.00)
Place of Assignment: Within Region Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree preferably in Management, Entrepreneurship, Development Studies, Social Sciences or any Business-related course
Experience : At least One (1) year experience in development-related projects involving community organizing, capability building activities, community organizing and facilitation, proposal development and enterprise development
Training : At least Four (4) hours relevant training in social entrepreneurship, business Plan development, module development, training plan and implementation Program.
Eligibility : None Required

JOB DESCRIPTION:

The Project Development Officer II ensures the implementation of the Field Office's action plan through developing livelihood projects, linking target participants to stakeholders, monitoring and evaluation, and providing technical assistance.

Functions and Responsibilities:

- Create a detailed work plan for the implementation of livelihood assistance to Sustainable Livelihood Program Associations (SLPAs) in the identified Conflict-Vulnerable Areas (CVAs) in collaboration with the different stakeholders under the SLP - PAMANA implementation;
- Identify, profile, organize and train the program participants for the establishment of resource-based and market-oriented microenterprises;
- Provide technical assistance to the program participants and partner stakeholders in implementing sustainable livelihood initiatives;
- Monitor the implementation of the program outputs at the participant and community levels through the use of different monitoring and evaluation tools;
- Prepare and submit reports and other documents required; and
- Perform other related tasks that may be assigned from time to time.

Job Outputs:

The PAMANA - SLP PDO II is primarily tasked to implement the processes of the PAMANA - SLP. He/She shall provide needed technical assistance to identified Conflict Vulnerable Areas (CVAs) under PAMANA, coordinate with the LGUs, OPAPP, and other partners in the course of implementation, monitoring and turn-over.

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% or 45 of the maximum total score of ETE

Final Shortlisting: Top five 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 4 MAY 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 or equivalent;
4. Authenticated copy of certificate of eligibility/rating/license (*if applicable*);
5. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
6. Copy of duly signed Individual Performance Contract Rating / Summary of Rating Performance Contract Assessment or equivalent (*if with work experience*).

*******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 II – PAMANA** 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.

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

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