

Date: 07 APRIL 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 **Contract of Service** positions with details as follows:

Office: ENHANCED PARTNERSHIP AGAINST HUNGER AND POVERTY

PROJECT DEVELOPMENT OFFICER II

Item number : N/A
Designation : Operations Monitoring Officer
Compensation : SG 15 (Php 35,097.00)
Place of Assignment: EPAHP RPMO

CSC PRESCRIBED QUALIFICATION STANDARDS:

Education : Bachelor's Degree
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant training
Eligibility : RA 1080 / Career Service (Professional) / Second Level Eligibility

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Finance, Accounting, Applied Mathematics, Statistics, Economics, Development Studies, Research or equivalent combination of Education, Certification and Experience

Experience : At least two (2) years of work-related experience in planning, budget management, policy writing and/or research in development and government work projects involving community organizing, business development and training

Training : At least eight (8) hours of relevant training in planning, statistics, and/ or Market research

Eligibility : RA 1080 / Career Service (Professional) / Second Level Eligibility

JOB DESCRIPTION:

The role of Operations Monitoring Officer is to support the Unit Head and act as support in the EPAHP Operations Monitoring by providing monitoring and technical assistance to field staff in relation to the implementation of the EPAHP.

Functions and Responsibilities:

1. Monitor the implementation of the EPAHP in the region;
2. Execute EPAHP Framework following its standard and operating procedure;
3. Convene the EPAHP Regional Convergence Team to discuss the updates and status of the implementation of the EPAHP;
4. Coordinate with the EPAHP Partners on the implementation of the program;
5. Develop a Work and Financial Plan (WFP) together with the other EPAHP RPMO Units;

6. Analyze field performance and accomplishments, and use data analysis in preparing and implementing appropriate technical assistance interventions;
7. Prepare technical reports and updates based on regional performance and accomplishments;
8. Coordinate with the different units of EPAHP to ensure the implementation of the various tasks related to the mandate of the program;
9. Review the EPAHP documents on a periodic basis to determine whether the existing policies are still applicable and responsive to field contexts; and,
10. Perform other related tasks that may be assigned from time to time by the Supervisor.

Job Outputs:

1. Work and Financial Plan, Project Procurement Management Plan (PPMP), and Annual Procurement Plan (APPs).
2. Technical Assistance Plan; and
3. Technical Reports and Feedback Reports.

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	<u>5%</u>
	Total 100%

Initial Shortlisting: Obtain 75% or 45 of the maximum total score of ETE and only those who obtained a high average percentile on IQT

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** 13 APRIL 2022 *g*

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 II – EPAHP** 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
