

Date: July 22, 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** position with details as follows:

Office: KALAHI – Philippine Multisectoral Nutrition Project (PMNP)

COMMUNITY DEVELOPMENT OFFICER III

Item Number : N/A
Compensation : SG 18 (Php 45,203.00)
Place of Assignment : KC Regional Program Management Office Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in any of the following fields - Social Work, Community Development, Public Health, Nutrition, Nursing, Public Administration, Development Management, or Social Sciences.
Experience : At least three (3) years of combined experience in community organizing; capacity building; implementation and/or management of community development projects/programs, participatory process, local governance, partnership building and advocacy. Experience in implementing health and nutrition projects/programs, community-based/community development projects/programs; project/program management is an advantage.
Training : At least 16 hours of training in any of the following – community education; monitoring and evaluation, or participatory local governance.
Eligibility : None Required

JOB DESCRIPTION:

The Community Development Officer III shall be responsible for ensuring social process and social safeguards guidelines and standards of the project are followed and applied, primarily through provision of capacity building and technical assistance support to the project stakeholders, inputs to monitoring and assessment initiatives and outputs, and management support to the Regional Project Management Office.

Functions and Responsibilities:

A. Project Management

- Prepare reports and presentation materials on the project's status of application of social processes and social safeguards guidelines, specifically on accomplishments to date, gaps and challenges in the implementation, facilitating factors, and next steps forward.
- Provide an analysis of data available for the period, noting on key findings for action of the relevant project staff and management; flag/advise the relevant project staff and/or management should there be deviations and/or gaps between the plan and actual accomplishments to date.
- Keep track of the submissions of project reports to the NPMO, DOH-CHD, other DSWD Field Office OBSUS.

B. Capacity Building and Technical Assistance Support

- Orient and/or Train ACT staff and/or other project stakeholders on the project's social processes standards and guidelines and social safeguards guidelines; provide inputs to improve the ACTs' workplan and reports, enabling them to facilitate the LGU-level implementation in an efficient and effective manner. Support NPMO and ACT project staff on the conduct of capacity building activities and technical sessions as needed, in a capacity of a facilitator, resource person, documenter, and/or secretariat.
- Review and recommend community project proposals (Request for Fund Release); provide inputs to improve proposals and technical assistance to help communities comply with the requirements.
- Initiate and/or organize technical sessions or coaching sessions in cases that communities or LGUs need capacity building support to enable them implement and complete targets in an efficient and effective manner.
- Participate in social process-related discussions and activities, especially on targets or activities related to Baseline/Endline Assessments, recalibration of project targets, LGU engagements and buy-in, sustainability of project initiatives, and capacity building of community volunteers.

C. Monitoring, Reporting, and Feedbacking

- Review, cross-check, and validate data submitted/uploaded, ensuring information and supporting data gathered are correct, complete, and updated; organize technical sessions with the ACT and LGU staff to discuss data gathered, concerns needed to be validated, or other concerns related to project assessment and reporting.
- Review and/or supply the correct data needed for work and financial plan preparations, division work plan preparation, and in accomplishing routine data requests from project stakeholders, other Field Office OBSUs, and/or LGUS.
- Track review status and approval of Requests for Fund Release; do follow-ups as needed to ensure approvals and fund download to community accounts are according to desired timelines.
- Assist the Regional Team Coordinator in preparing the narrative reports for submission to the NPMO, DOH-CHB, and Field Office OBSUs; work closely with the ACTs and with the Finance Unit and ensure consistency of data presented and used in the reports being prepared and submitted.
- Review and provide inputs on the monitoring and assessment plans and reports for submission to and/or sharing with the Regional Director, the NPMO, the DOH-CHD.
- Ensure that project accomplishment reports and similar documents contain the correct and accurate data; are validated and submitted/uploaded in a timely manner; and with complete accompanying MOVs.
- Conduct field monitoring visits as needed, to supplement monitoring and feedbacking efforts.

D. Partnership Building and Collaboration

- Work closely with the NPMO Project Staff for Social Process in discussing, reviewing, and preparing needed updates and reports, in compliance to the project's reporting requirements.

- Support the Regional Team Coordinator in the leading and/or facilitating of meetings with the ACTS, 4Ps Beneficiary First Team, and/or counterparts from the NTWG-member agencies specifically on concerns related to project monitoring, data collection and recording, and reporting.

E. Other Tasks

- Perform the necessary admin tasks to facilitate approval and conduct of planned activities and other targets.
- Perform other tasks assigned by his/her supervisor that will contribute to the achievement of targets of Kalahi-CIDSS Regional Program Management Office, the PMNP targets in general, and/or other agreed deliverables/tasks with the supervisor.

Job Outputs:

- PMNP Regional Work and Financial Plan; Unit Workplan
- Monitoring, assessment, and accomplishment reports, as indicated in the Project Operations Manual and/or other guidelines set by the NPMO
- Capacity Building and Technical Assistance Plans Reviewed and recommended Requests for Fund Release
- Slide presentations to be used for capacity building activities, technical sessions, and/or meetings
- Responses to memoranda and other communications from project stakeholders
- Individual bi-monthly report and individual and/or group field visit reports

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

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

Initial Shortlisting: Obtain 75% of the maximum total of ETE

Second Shortlisting: Top five (5) highest rating but overall rating should not be 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 29 July 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; and
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 position.
- c. Be reminded to indicate **APPLICATION FOR CDO III –PMNP** as the e-mail subject.

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) 303-8620 local 114.


GENELYN P. MARTURILLAS
Administrative Officer V

Human Resource Planning and Performance Management Section