

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)**

### PROJECT DEVELOPMENT OFFICER III – Regional Team Coordinator

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 five (5) years of combined experience in implementing community development and/or health and nutrition programs/projects, two (2) years of which should be in a supervisory capacity. Experience in implementing health and nutrition projects/programs, community-based/community development projects/programs; project/program management an advantage,

Training : At least 16 hours of training in any of the following - program/project management, monitoring and evaluation; community development; participatory approaches in development; health and nutrition (maternal and newborn health and nutrition); community education; participatory local governance; environmental and social safeguards.

Eligibility : None Required

### JOB DESCRIPTION:

The Project Development Officer III (Regional Team Coordinator) is responsible for overall supervision and day-to-day management of the project, monitoring of project implementation and provision of technical assistance support to regional stakeholders, and coordination between and among the Unit Team Members and other Field Office/RPMO staff supporting the project, the National Program Management Office, the Regional 4Ps Team, and the other agencies involved in the project.

### **Functions and Responsibilities:**

#### A. Project Management

- Lead and facilitate Unit/Area Coordinating Team meetings, review and assessment sessions, consultation sessions, and other similar activities; facilitate team discussions leading to implementation strategies and resolutions of emergent issues and concerns.
- Lead the implementation of the monitoring plans and agreements reached; initiate follow-through checks with the Unit Team Members and the Area Coordinating Teams; and ensure that needed technical assistance and other support services are provided to the team, as needed.
- Address and/or designate staff to address or respond to inquiries clarifications, memoranda, and similar concerns in a timely manner, ensuring adequate responses are provided within the timeline prescribed by the existing guidelines.
- Keep track of Request for Fund Release approval, ensuring fund downloads to community accounts will be timely and efficient. Similarly, keep track of subproject implementation by the communities to be able to identify gaps needing interventions and ensure prescribed implementation timeline will be followed.
- Supervise the Area Coordinators and the Admin Assistant and provide technical supervision and support to the Project Officers; report to the Assistant Regional Director for Operations and/or Field Office Division Chief assigned by the Regional Director to supervise the implementation of

- Keep track of Request for Fund Release approval, ensuring fund downloads to community accounts will be timely and efficient. Similarly, keep track of subproject implementation by the communities to be able to identify gaps needing interventions and ensure prescribed implementation timeline will be followed.
- Supervise the Area Coordinators and the Admin Assistant and provide technical supervision and support to the Project Officers; report to the Assistant Regional Director for Operations and/or Field Office Division Chief assigned by the Regional Director to supervise the implementation of the project; coordinator regularly and receive technical advise from the NPMO's Project Team Leader.

#### B. Capacity Building and Technical Assistance Support

- Review and provide inputs on the Project Officers' capacity building and technical assistance plans, ensuring that learning design and materials for sharing to ACTs, LGUs, and communities are based on the project standards and responsive to the needs of the learning participants; assist the Project Officers and/or Area Coordinating Team members in the facilitation of training activities, as needed.
- Lead the organizing of capacity building activities, i.e. trainings, technical sessions, workshops, and similar events aimed to provide TA and competency enhancement support to project stakeholders.
- Support the team in the conduct of capacity building activities, as needed, i.e. in preparation of learning materials, performing of tasks of a facilitator and/or resource person, etc.
- Participate in meetings, consultation sessions, learning sessions or workshops, assessment and evaluation sessions, and other similar activities relevant to the project; provide feedback to the team members as needed.

#### C. Monitoring, Reporting, and Feedbacking

- Draft, review, and consolidate project implementation plans (work and financial plan, division work plan, etc) of the team/Unit for submission to the Regional Director/National Program Management Office; ensure that implementation plans are consistent and aligned with the KPIs/targets of the project.
- 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 Feed backing efforts.
- Provide inputs to draft guidelines, policies, and/or similar concerns endorsed to the RPMO PMNP Unit.

#### D. Partnership Building and Collaboration

- Coordinate with members of the PMNP Regional Technical Working Group members, especially with his/her counterparts in the DOH - Center for Health Development, on matters concerning the implementation of target activities and achievement of desired deliverables.
- Organize meetings and strategizing sessions with the Regional 4P5 Project Team to ensure PMNP targets are considered/reflected in the implementation plan of the 4Ps team, to gather inputs on how to improve implementation, and to plan on ways how the PMNP and 4Ps Teams can work together effectively.
- Respond to concerns formally raised by Local Chief Executives of participating LGUs within the regions; schedule and conduct regular partnership visits to LGUs implementing the project.
- Regularly coordinate and consult with the Regional Program Coordinator and other Units within KC RPMO and relevant Units/Divisions within the Field Office; the Project Team Leader and other NPMO Staff; and with the counterparts from the DOH - Center for Health Development on matters related to the implementation of project activities at the regional level, processing of

## 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 signed-off Requests for Fund Release endorsed to relevant units within the Field Office for fund download processing
- Responses to memoranda and other communications from project stakeholders
- Reviewed and signed-off activity designs, meeting minutes, and similar documents aimed to facilitate, provide technical assistance, and document meetings, training activities, workshops, etc.
- Individual bi—monthly report and individual and/or group field visit 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%
• Competency-Based Interview	10%
• IPCR or any related Performance Assessment/Review	5%
<b>Total</b>	<b>100%</b>

**Initial Shortlisting: Obtain 75% of the maximum total score 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](mailto: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](http://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 PDO III – RTC 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 F. MARTURILLAS**

Administrative Officer V

Human Resource Planning and Performance Management Section