

Date: 13 JULY 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: Sustainable Livelihood Program

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 in any Business-Related and/ or Social Sciences
Training : At least Sixteen (16) hours of relevant training in any or combination of the following: project management, social entrepreneurship, business plan development, business operation, project implementation, employment relations and community organizing
Experience : At least Three (3) years of relevant experience in development-related projects involving community organizing, business development and training
Eligibility : None Required

JOB DESCRIPTION:

The Project Development Officer II- Implementing PDO is responsible for conducting social preparation and facilitating capability-building activities of program participants, assisting program participants in writing and preparing their project proposals, identifying market opportunities for products and services of program participants, and coordinating with local stakeholders for complimentary interventions for program participants.

Job Functions and Output:

- 1. Conduct preparatory activities for program implementation such as:**
 - a. Gathering municipal data and information relevant to participant and project identification;
 - b. Scanning local market trends and commercial establishments to identify sources of materials, tools and equipment needed to start-up microenterprises, as well as direct market for goods and services of the microenterprise; and
 - c. Coordinating with local public and private sector stakeholders as development partners for social preparations and trainings, provision of complementary interventions and institutional market linking.
- 2. Organize social preparation and other capability-building activities for program participants, primarily by:**
 - a. Conducting orientation and SLP assemblies to spread awareness about the program, its implementation process and interventions, and participant eligibility;
 - b. Facilitating the program's social preparation activities; and
 - c. Coaching program participants on business plan development and feasibility studies to identify the most appropriate and profitable livelihood endeavors.

3. Facilitate livelihood assistance through:

- a. Facilitating project proposal review and approval for funding and project implementation; and
- b. Ensuring the delivery and execution of SLP proposed projects for program participants;
- c. Mobilizing resources for complementary form public and private sector stakeholders.

4. Report and Monitor Program Implementation:

- a. Utilizing the Participant Qualification Assessment Form and reporting of social preparation and other capability-building activities;
- b. Submitting necessary documents and means of verification for the review and approval of project proposals, as well as the delivery of program modalities;
- c. Utilizing the monitoring and evaluation system to account for program participants served and specific assistance provided; and
- d. Submit monthly narratives for accomplishments based on the prescribes template.

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 points of the maximum total score of ETE

Second 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 JULY 19, 2022.**

1. Application letter addressed to OIC-Regional Director Ramel F. Jamen;
2. **PDF file of duly filled out** notarized 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 position.
- c. Be reminded to indicate **APPLICATION FOR PDO II – SLP** 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) 342- 5619 local 114.


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