

Date: August 30, 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: Policy and Plans Division- Targeted Cash Transfer Program (TCT)

PROJECT DEVELOPMENT OFFICER IV

Item Number : N/A
Compensation : SG 22 (Php 69, 963.00)
Place of Assignment : TCT Regional Program Management Office

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Social Sciences or related field
Experience : At least three (3) years of relevant experience.
Training : At least 16 hours of relevant training
Eligibility : None required

JOB DESCRIPTION:

Under the immediate supervision of the Policy and Plans Division Chief, the position performs the following tasks below:

Functions and Responsibilities:

1. Supervise the day to day regional operations of the project and ensure that the project targets are achieved at the regional level;
2. Manage and set directions to UCT staff to accomplish the targets;
3. Coordinates and conducts trainings, symposia, workshops, orientation and other activities of similar nature relative to the implementation of TCT;
4. Maintains liaison and networking with local government units and other stakeholder;
5. Monitors project activities at the Regional Level, including close coordination with the concerned Units;
6. Reports on the status of project operations to the Regional Project Manager;
7. Prepare and submits monthly accomplishment report;
8. Develops monitoring and evaluation tools based on the results framework of the program;
9. Identifies issues/gaps affecting the overall implementation at the regional level and provide interventions or recommends strategies to address these;
10. Coordinates with the National Project Management Office (NPMO) all the regional project operation issues and concerns;
11. Coordinates and facilitates monthly unit meeting;
12. Undertakes official travel as may be assigned;
13. Performs other project related tasks as may be assigned from time.

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

● Education (E)	20%
● Training (T)	15%
● Experience (E)	25%
● Examination	25%
● Competency-Based Interview (CBI)	15%
Total	100%

Interested and qualified applicants may submit their application thru tctfocrg.recruitment1@gmail.com with the complete scanned copies of the following documents below **on or before 2 September, 2022**.

1. Application letter addressed to Regional Director Mari-Flor A. Dollaga - Libang;
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. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and


*******IMPORTANT REMINDERS*******

- a. Walk-in applicants shall 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 PROJECT DEVELOPMENT OFFICER IV - TCT** 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 shall 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