

Date: January 18, 2023

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has twenty (20) vacant **Contract of Service** position with details as follows:

Office: KALAHI CIDSS**COMMUNITY EMPOWERMENT FACILITATOR**

Item Number : N/A
Compensation : SG 15 (Php 36,619.00)
Place of Assignment : Provincial/Municipal Based within Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor of Science in Social Work, Development Management, Development Studies, Community Development, Public Health, or degree in other relevant Social Science fields.
Experience : At least one (1) year of combined experience planning monitoring, evaluation, research, data analysis, report writing, database management, and implementation of development project.
Training : At least 16 hours of training in any of the following program/project management, monitoring and evaluation; community development; participatory approach in development; health and nutrition programs; community education; or participatory local governance.
Eligibility : None Required

JOB DESCRIPTION:

The Community Empowerment Facilitator (CEF) is the KC CEAC participation specialist and main implementer of the CEAC at the community/barangay level. It shall be the responsibility of the CEF to ensure that barangay and community-level development processes and activities along the CEAC are facilitated efficiently, with the direct participation, inclusion, and engagement of all stakeholders. Hence, the CEF is responsible for ensuring that opportunities are provided, processes are designed, and mechanisms are established at the barangay level, that would allow all sectors, especially the most marginalized groups, to engage in and benefit from project activities.

Duties and Responsibilities:

1. Assists the community in defining/clarifying their priority problems and alternative solutions as basis for decision-making.
2. Motivates communities to collectively participate in the CEAC development process, with preferential attention on participation of the most marginalized-vulnerable groups.
3. Design and implement strategies to engage the marginalized-vulnerable groups in KC activities.
4. Provides non-formal education/training and other capability building activities to a core group of leaders who will sustain organizing work
5. Provides training and capability building activities to the community volunteers and KC-assisted community groups on development processes along the CEAC, including participatory situation analysis, project identification and development, resource mobilization, organizational development and management, networking, and conflict resolution.
6. Identifies and mobilizes other development partners for resource convergence around community priorities.
7. Documents experiences for lessons generation and development, and Project operationalization systems, process and policy formulation/enhancement.
8. Assists people's organizations/community structures in developing and operationalizing a community-based monitoring and evaluation system, including barangay-level project operations monitoring.
9. Facilitates community advocacy for integration of community development priorities with the development plans of the barangay and municipal development councils.

- 10. Design and coordinate capture and reporting of grievances and how the grievance was acted upon or resolved.
- 11. Observe the community finance management and procurement processes, detect red flags using the appropriate KC instruments/checklist, and coordinate TA with the appropriate ACT and RPMT technical staff (TF, and MFA or SAO, as the case may be).

Job Outputs:

- Immerse in the assigned barangays for better facilitation
- Ensures that barangay and community-level development processes and activities conducted along the CEAC are facilitated efficiently, with the direct participation, inclusion, and engagement of all stakeholders.
- Ensure the completeness, consistency, correctness of the documents
- Facilitate and assist community volunteers, BLGU, and other end-users
- Assist the Operation and Maintenance group in maintaining the sub project
- Ensure timely submission and uploading of MOVs in Program databases to which data are current and available for use as specified
- Empower end-users in the process of KALAHI CIDSS

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 through <https://caraga-iris-internal.dswd.gov.ph/backend/dashboard/> , with the complete scanned copies of the following documents below **on or before JANUARY 25, 2023.**

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 which can be downloaded at <https://tinyurl.com/cscform212r2017>);
3. .PDF file of duly filled out **Work Experience Sheet** which can be downloaded at <https://tinyurl.com/cscform212r2017>;
4. Authenticated copy of Transcript of Records or equivalent;
5. Authenticated copy of certificate of eligibility/rating/license (*if applicable*);
6. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
7. Copy of duly signed Individual Performance Contract Rating/Summary of Rating Performance Contract Assessment or equivalent (*if with work experience*).

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

- a. All applications shall ONLY be submitted through the above-mentioned link.
- b. Files should be in a PDF/PNG/JPEG (ensure that it is clear and readable). If you have multiple pages/photos for one requirement, you may use this link (<https://combinepdf.com/>) for combining documents.
- c. Requests for extension of submission and application with incomplete documents shall not be entertained.
- d. All communications pertaining to your application shall be sent via text/e-mail.

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.

For inquiries, please call Human Resource Planning and Performance Management Section through the telephone number (085) 303-8620 local 114 or send us your queries through <https://caraga-iris-internal.dswd.gov.ph/backend/dashboard/>



GENELYN P. MARTURILLAS

Administrative Officer V

Human Resource Planning and Performance Management Section