

Date: 16 January 2023

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has two (2) vacant **Contract of Service** position with details as follows:

Office: Promotive Services Division – KALAHI CIDSS

AREA COORDINATOR

Item Number : N/A
Compensation : SG 18 (Php 46,725.00)
Place of Assignment : Provincial/Municipal Based within Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor of Science in Community Development, Development Management, Development Studies, Social Work, Public Health, or degree in other relevant Social Science fields.
Experience : At least three (3) years 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:

Under the general supervision of the Promotive Division Head, The Area Coordinator will provide technical support for the implementation of the program KALAHI CIDSS. It shall be the responsibility of the AC to ensure efficient and effective ACT (Area Coordinating Team) operations. In line with this, AC shall also be tasked with ensuring the establishment, development, and implementation of ACT-level and field-level operations management and monitoring systems, processes, and mechanisms towards effective performance of the ACT function

Functions and Responsibilities:

1. Review and approves intervention plans of ACT members with set standards (based on manuals and other management policies).
2. Facilitate ACT strategizing sessions, tactics development, and action planning from analysis of reports, activities, etc.
3. Orient various stakeholders on KALAHI-CIDSS to facilitate commitment setting.
4. Conduct capability building activities that includes training, team building, coaching, mentoring, tasks demonstration, peer sharing, case conferences, reflection session, focused group discussions.
5. Assists the facilitators in community training as resource persons.
6. Coordinate with existing inter-agency / inter-department mechanisms(LPRAT or MIAC, MCiT, etc.) for poverty reduction to
 - a. Mobilize support for KC implementation;
 - b. Facilitate resolution of issues;
 - c. Facilitate monitoring of Project activities;
 - d. Facilitate identification and mobilization of resources, and;
 - e. Facilitate issuance of local policies to facilitate Project implementation.
7. Ensure proper utilization of Project funds, supervise the MFA that will be directly assisting the barangays, and reviews all requests for fund releases, as well as physical and financial reports.
8. Conduct Stakeholders mapping, develop and implement strategies for
 - a. Engaging municipal stakeholders
 - b. Matching of resources and programs (convergence)
 - c. Social marketing
9. Convene joint monthly meetings of the ACT and MCT for planning, performance assessment and updating of plans for succeeding period as well as for problem resolution.
10. Monitor performance of ACT members through report review, field visits, or spot checks, and review and approve all ACT-level project reports prior to submission to the RPMO.

11. Ensure Project policies and directives are effectively operationalized by the ACT.
12. Assists facilitators and MIAC in resolving conflicts.
13. Conduct regular ACT reflection and learning sessions, and facilitate generation and documentation of best practices in CDD implementation from local experience..

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 recruitment.focrg@dswd.gov.ph, with the complete scanned copies of the following documents below **on or before JANUARY 22, 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 recruitment.focrg@dswd.gov.ph


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