

Date: 19 January 2023

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has one (1) vacant **Contractual** position with details as follows:

Office: Policy and Plans Division/ National Household Targeting Section

STATISTICIAN II

Item Number : N/A (Ref.: FOCARAGA-CONTRACTUAL-STAT2-000001)
Compensation : SG 15 (Php 35,097.00)
Designation : Regional Associate Statistician
Place of Assignment : DSWD Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree preferably in Statistics, Mathematics or other related courses
Experience : At least one (1) year of relevant work experience in data analysis; data management & analytics; research, analysis & interpretation.
Training : At least eight (8) hours of relevant training
Eligibility : Career Service Professional/ 2nd Level Eligibility
Others : Knowledge of statistical packages such as Stata, Statistical Package for Social Sciences (SPSS) or similar software. Excellent in interpersonal and communication skills.

JOB DESCRIPTION:

The Statistician II, under the direct supervision of the Regional Field Coordinator performs the following functions and responsibilities:

Functions and Responsibilities:

1. Prepare household profiles at the regional and local government unit levels;
2. Conduct studies related to project concerns;
3. Provide inputs/comments on research proposals as member of the Regional Research & Evaluation – Technical Working Group;
4. Facilitates statistical requests from internal and external partner stakeholders;
5. Conduct orientation to the Local Social Welfare and Development Officers, National Government Agencies, Non-Government Organizations and academe regarding Listahanan 3 data sharing procedures and requirements;
6. Assist Regional Field Coordinator in lobbying and monitoring on Listahanan 3 utilization;
7. Prepares Listahanan 3 Data Sharing and Utilization Report;
8. Conduct orientation/training to field staff in conducting household assessment;
9. Prepares section's narrative accomplishment report, quarterly, annual and semestral;
10. Facilitates analysis of data related to project concerns;
11. Draft special reports required by the Central Office and special instructions from the Regional Field Coordinator, Division Chief and Regional Director;
12. Perform other related tasks as maybe assigned by the immediate supervisor.

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%
- Total 100%**

Initial Shortlisting: Obtain 75% or 45 points of the maximum total score of the ETE
Final Shortlisting: Top five (5) highest rating but overall rating should not be less than 80%

Interested and qualified applicants may submit their application through <https://caraga-iris.dswd.gov.ph/>, with the complete scanned copies of the following documents below **on or before 29 January 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.dswd.gov.ph/>.

GENELYN P. MARTURILLAS

Administrative Officer V
 Human Resource Planning and Performance Management Section