

16 February 2023

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has eight (8) vacant **Contract of Service** position with details as follows:

Office: Promotive Services Division - KALAHI

Technical Facilitator (TF)

Item Number : N/a
Compensation : SG 17 (Php 43,030.00)
Place of Assignment: Provincial/ Municipal based within Caraga Region

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Civil Engineering and other engineering related courses
Experience : Minimum of one (1) year relevant civil works experience in small scaled rural Community-based infrastructure development, preferably with six (6) months in foreign assisted development projects
Training : Four (4) hours training on managing community-based infrastructure projects and eight (8) hours on community development/ poverty reduction
Eligibility : None required
Skills : Proficient in computer application particularly MS Word, Excel and PowerPoint and effective verbal and written communication skills

JOB DESCRIPTION:

Under the immediate supervision of the Project Development Officer IV – Infrastructure, the Technical Facilitator (Deputy Area Coordinator) shall provide technical assistance to the Area Coordinating Team, Municipal Area Coordinating Team and the Community Volunteers of the different barangays on the implementation of the Community Empowerment Activity Cycle and ensure that community infrastructure built and managed by volunteers meet KC prescribed design, construction and procurement processes and project standards including social and environmental safeguards, and gender standards.

Functions and Responsibilities:

1. KC program complaint project plans and proposals (engineering plans, detailed cost estimates);
2. Monthly Barangay Individual and Consolidated Municipal Physical Progress Reports;
3. Technical documents to support Sub-Project Completion Report;
4. Inventory of qualified suppliers, technical service providers, contractors, construction materials, pricelists, survey of labor cost, material testing and water quality laboratories, and available equipment;
5. Compliance monitoring reports on environmental management plan;
6. Perform other related tasks as maybe assigned or required 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
Second 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 26 February 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