

Date: **24 May 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 Contract of Service** position with details as follows:

Office: Promotive Services Position - KALAHI**Regional Infrastructure Officer III**

Item number : N/A
Compensation : SG 18 (Php 46,725.00)
Place of Assignment: DSWD Field Office CARAGA

PREFERRED QUALIFICATIONS:

Education: Bachelor's Degree in Civil Engineering and other engineering-related courses

Experience: Minimum of 4 years relevant civil works experience in small scaled rural community-based, infrastructure development, 2 years of which in foreign-assisted development projects. KC experience is an advantage; Preferably can speak the local dialect/s in the area.

Training : Eight (8) hours of engineering-related training on managing community-based infrastructure projects and eight (8) hours on community development/ poverty reduction projects

Eligibility : None required

Functions and responsibilities:

1. Ensure community infrastructure reports from the areas are submitted on-time;
2. Coordinate and analyze reports with the regional community infrastructure specialists (RCIS/DRCIS);
3. Facilitate feedbacks to concerned areas and facilitate submission of reports to the NPMO
4. Assist regional community infrastructure specialists in providing technical assistance to Deputy Area Coordinator (DAC) and municipal LGU engineers in the preparation and review of engineering plans, detailed cost estimates, programs of work, and other documents related to sub-project implementation.
5. Assists the RCIS in the review of technical requirements for the requests of fund release, claims of payment and periodic progress reports submitted by proponent communities
6. Assists in the conducts ex-post fiduciary reviews and monitors the operation and maintenance of completed sub-projects
7. Prepares monthly consolidated accomplishment reports

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 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 MAY 31, 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