

22 June 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: REGIONAL JUVENILE JUSTICE AND WELFARE COMMITTEE (RJJWC)**Project Development Officer II (Extended Deadline)**

Compensation : SG 15 (Php 35,097.00 Plus 20% Premium)
Place of Assignment: Field Office Caraga

PREFERRED QUALIFICATIONS (Competency-Based):

Education : Bachelor's degree in any Social Science Course preferably BS Social Work or Community Development
Experience : At least 2-year work experience in the juvenile justice and child welfare field
Training : At least eight (8) hours training on any of the following: juvenile justice and welfare, child rights and protection, project development and management monitoring and coordination
Eligibility : None required but having eligibility/ license is an advantage

Job Summary:

The PDO II coordinates and monitors the implementation of the Support to Bahay Pag-Asa (BPA) Project at the regional level.

Note: This contract of service position is a two-year term (2023 to 2024) but with a possibility of extension.

Job Outputs:

1. Regional implementation plan including work and financial plans
2. Project proposals/ concept notes
3. Monitoring reports with recommendations
4. Memoranda/ letters to partner agencies, local government units and other stakeholders
5. Other relevant reports

Functions and Responsibilities:

1. Assist Bahay Pag-Asa facilitates in developing their proposals in accordance with the Support to BPA Project guidelines.
2. Develop regional plans based on project proposals from local government units/Bahay Pag-asa in accordance with the Project's timelines and expected outputs within the year;
3. Coordinate the delivery of services to Bahay Pag-asa such as the training for center staff, livelihood and skills trainings for residents, subsidies and other interventions;
4. Provides technical assistance to local government units (LGUs) in complying with the requirements of the JJWC on the provision of support to Bahay Pag-asa operations;
5. Monitor the implementation of target activities;
6. Submit monitoring reports on project implementations with recommendations for improvement and resolution of issues, following Secretariat requirements;
7. Perform other tasks as may be assigned by the JJWC Secretariat Executive Director/Deputy Executive Director.

He/she may be assigned to assist the SWO III/Regional Secretariat Team Leader in coordinating regional monitoring of detention facilities.

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 recruitment@jjwc.gov.ph, with the complete scanned copies of the following documents below **on or before 29 June 2023**.

1. Application letter addressed to Atty. Tricia Clare A. Oco;
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 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 RJJWC Human Resource Unit through the telephone number (02) 8921-05-65 or send us your queries through recruitment@jjwc.gov.ph.


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