

Date: **30 June 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**Community Development 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 any of the following fields - Community Development, Social Work, Development Studies, Public Administration, Public Health, Nursing, or in any related Social Field.

Experience: At least five (5) years of combined experience in community organizing; capacity building, implementation and/or management of community development projects/ programs, participatory processes, local governance, partnership building and advocacy. Experience in implementing health and nutrition projects/ programs, community-based/community development projects/ programs; project/ program management is an advantage.

Training : At least sixteen (16) hours of training in any of the following - community development; participatory approaches in development; health and nutrition programs; community education; monitoring and evaluation, or participatory local governance

Eligibility : None required

JOB DESCRIPTION:

The Community Development Officer III shall be responsible for ensuring social process and social safeguard guidelines and standards of the project are followed and applied, primarily through the provision of capacity building and technical assistance support to the project stakeholders, inputs to monitoring and assessment initiatives and outputs, and management support to the Regional Project Management Office.

Functions and responsibilities:

1. Has knowledge in livelihood and enterprise
2. Assist the Social Development Unit in the review of all legal documents as attachments in the full-blown proposals along Land Acquisition, Resettlement and Rehabilitation and enforcement of Environment Social Management Framework
3. Ensure timely and useful provision of Technical Assistance to the Municipal Area Coordinating Teams (ACT)
4. Assist in the Fact-Finding Investigations regarding possible administrative offenses involving DSWD Personnel.
5. Provide support to hired lawyers handling litigated cases

6. Render legal advice on proposed policies, internal rules, personnel matters and other matters relating to the program functions
7. Review contracts, agreements, and instruments that will bind the Program
8. Respond to queries from the volunteers and program staff
9. Provide legal advice to community volunteers on termination or suspension of procurement contracts
10. Provide technical assistance to Area Coordinating Teams and community volunteers on land acquisition, tilting, and/or registration processes
11. Perform such other duties and functions as may be instructed by the RPC.

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 JULY 6, 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