

Date: **20 SEPTEMBER 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: Pantawid Pamilyang Pilipino Program

Project Development Officer II – Support Services Intervention Focal

Item number : N/A
Compensation : SG 15 (Php 36, 619.00)
Place of Assignment: Regional Program Management Office

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's Degree in Business Administration
Training : At least eight (8) hours of relevant training
Experience : At least one (1) year of relevant experience
Eligibility : None required but having an eligibility is an advantage

JOB DESCRIPTION:

Under the immediate supervision of the Regional Program Coordinator, the Project Development Officer II – Support Services Intervention Focal performs the following tasks below:

Job Functions and Output:

1. Responsible for reviewing SSI related project proposals, feasibility study, monthly reports, or any related documents.
2. Responsible for monitoring livelihood projects of Modified Conditional Cash Transfer – Support Services and Intervention served program participants and identifying follow-through interventions which will serve as input for forward planning for Field Implementer.
3. Facilitate in the processing and scheduling of livelihood projects turnover.
4. Conduct technical assistance to the Community Facilitators and Livelihood Association on SSI concerns.
5. Ensure compliance with program guidelines, standards, and regulation in all SSI activities and interventions.
6. Conduct financial audit to SSI livelihood projects.
7. Conduct E/SSI bank reconciliation and facilitate the preparation and review of financial reports.
8. Provide technical assistance related to project sales operations.
9. Co-facilitate conduct of MCCT trainings and meetings.
10. Monitor cash grants and cash for work releases to beneficiaries.
11. Monitor and evaluate procurement process of the livelihood associations.
12. Perform other related tasks as may be assigned by the 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%
• 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 Highest rating but overall rating should not 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 SETEMBER 30, 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