

Date: 25 OCTOBER 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 - CIVIL SOCIETY ORGANIZATION FOCAL

Item number : N/A
Compensation : SG 15 (Php 36,619)
Place of Assignment : 4Ps Regional Program Management Office

PRESCRIBED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's Degree relevant to the job
Experience : At least one (1) year of relevant experience
Training : At least four (4) hours of relevant training
Eligibility : Career Service (Professional) Eligibility / RA 1080

JOB DESCRIPTION:

Reporting directly to the **Regional Program Coordinator**, the **Project Development Officer II (CSO Focal)** solicits, enables and monitors CSO and private/business sector participation in Kaagapay, Gabay, Bantay, Tulay (KGBT) and other components of the program. It convenes the Regional Independent Monitoring Committee (RIMC), the third-party monitoring and evaluation body on a quarterly basis.

Job Functions and Output:

KRA 1- Partnership with Civil Society Organizations (CSOs)

1. Establishes, develops, and sustains partnership with CSOs and private sectors to augment in the provision of necessary interventions to household beneficiaries;
2. Assist the CSOs in the DSWD registration, licensing, and accreditation process;
3. Monitors and evaluates implementation of the partnership agreements together with the corresponding CSOs;
4. Provides technical and secretariat support during the conduct of Regional Independent Monitoring Committee (RIMC) activities complement the monitoring and evaluation of the program;
5. Coordinates with NPMO IPD and the Provincial, City, and Municipal Operations Offices (P/C/MOOs) regarding partnership updates;
6. Maintains a databank of all partnership agreements with CSOs at the regional and local levels to ensure alignment, complementation, and equity in the provision of programs and services;
7. Sustains CSOs engagement using the **Bantay, Tulay, Gabay and Kaagapay** framework.
8. Conducts and updates stakeholders' analysis as part of establishing new and strategic partnerships.
9. Ensures the availability of updated Stakeholders Map accessible to program staff;
10. Presents the SWDI/CM results to lobby support from stakeholders.

KRA 2- Technical Assistance

1. Conducts program orientation and capacity-building activities for field operations personnel, partners CSOs and Stakeholders at the local level;
2. Assists (P/C/MOOs) in coordinating and building partnership with CSO networks;
3. Coaches field staff in identifying, initiating and building partnerships with CSOs at the local level;

4. Communicates national and regional level policies, guidelines and agreements. Assist City and Municipal links in the conduct of policy consultations and dialogues at the local level, when needed;
5. Attends CSO partnership meetings at the local level to provide technical assistance to the P/C/MOOs, whenever necessary;
6. Documents good practices in the program implementation and disseminates to the P/C/MOOs for replication;
7. Provides Technical assistance to the Provincial, City and Municipal Operations Offices on the conduct of Resource Mapping and Stakeholder Analysis.

KRA 3- Reportorial Duties

1. Prepare and submit reports needed relative to partnership engagement within the prescribed timeline.

KRA 4- Add Secretariat/Support to Planning and Policy making

1. Provides technical and secretariat support during the conduct of Regional Independent Monitoring Committee (RIMC) activities LO complement the monitoring and evaluation of the program;
2. Spearheads the conduct of onsite/field monitoring by the RIMC members and other partners at the regional level.

KRA 5- Other tasks

1. Performs other functions as may be assigned by the Regional Program Coordinator and/or the Regional Director.

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 NOVEMBER 4, 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