

Date: 29 JANUARY 2024

## 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: POLICY AND PLANS DIVISION – Beneficiary FIRST Project Management Unit**

### PROJECT DEVELOPMENT OFFICER II

Designation : **N/A**  
Item number : **N/A**  
Compensation : **SG 15 (Php 36,619.00)**  
Place of Assignment: **DSWD FO Caraga - PDPS**

### PREFERRED QUALIFICATIONS:

- Education : Bachelor's Degree relevant to the position  
Training : At least four (4) hours of relevant training  
Experience : At least one (1) year of experience in program/project development and Management
- Experience in working in government, and/or development partner's projects, and other stakeholders
  - Experience in developing plans, project proposal, tracking results, and reporting project outcomes
- Eligibility : None required but having a license/ eligibility is an advantage  
Additional Competency:
- Working knowledge of the administrative and financial procedures related to procurement policies of government agencies; and monitoring and evaluation of multi-stakeholder development projects;
  - Preferably familiar with strategies for partnership development and alliance building;
  - Preferably familiar with DSWD social protection programs and strategies;
  - Excellent written and oral communication skills;
  - High proficiency in the use of standard software packages (e.g., Word, Excel, etc.)
  - Ability to respond quickly and efficiently in a fast-paced work environment with multi-tasking capabilities

### Job Functions and Output:

The **Project Development Officer II** will be detailed in the Field Office, who will be responsible for liaising, coordinating, and monitoring the implementation of approved Programs, Activities, and Projects (PAPs), and ensure compliance with loan covenants and related requirements. He or she will prepare and consolidate progress reports, help maintain BFIRST databases, and attends to other requirements of the PMU are properly addressed, and does other-related staff work.

1. Assists in the review of Project Proposals/Terms of Reference;
2. Prepares periodic and special reports on the status and progress of the BFIRST Project implementation;
3. Facilitates tasks and activities on PAP development, procurement, implementation, and closure;
4. Coordinates and liaises with OBS to monitor and facilitate PAP progress;
5. Assists in the development and packaging of PAP concept notes and proposals;
6. Assists in the other knowledge management tasks and activities;
7. Helps to maintain a database of completed, ongoing, and prospective PAPs and ensure documentation of good practices and lessons learned from TA projects;
8. Attends to secretariat requirements of the PMU (e.g., coordination of activities, preparation of minutes of meetings); and
9. Performs other tasks as may be assigned by the BFIRST officials.

**Job Outputs:**

- a. Updated PAP databases;
- b. Consolidated TA progress reports;
- c. Concept Notes/Proposals;
- d. Minutes of Meetings;
- e. Accomplishment Reports
- f. Feedback Reports; and
- g. Knowledge products/IEC materials

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%
<b>Total</b>	<b>100%</b>

**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 February 5, 2024.**

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