

Date: **25 JUNE 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 **Contractual** position with details as follows:

Office: Administrative Division

PROJECT DEVELOPMENT OFFICER II

Designation : BAC Secretariat Member
Compensation : SG 15 (Php 36,619.00)
Place of Assignment : BAC Sec. Office

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's Degree in Accountancy, Commerce, Business Administration, Finance, and Accounting related courses
Experience : At least 1 year of relevant experience in a government institution, specifically related to functions in Government Procurement as outlined in RA 9184
Training : At least 8 hours of accounting related and/or government procurement related training
Eligibility : Career Service (Professional) Eligibility / RA 1080

JOB DESCRIPTION:

Under the direct supervision of the BAC Chairperson/BAC Secretariat Head, the Project Development Officer II - BAC Secretariat performs the following functions below:

Job Functions and Output:

1. Provide administrative support to the BAC and the TWG;
2. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
3. Prepare minutes of meetings and resolutions of the BAC;
4. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
5. Manage the sale and distribution of Bidding Documents to interested bidders;
6. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
7. Assist in managing the procurement processes;
8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
9. Consolidate PPMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of this IRR and prepare the APP;
10. Act as the central channel of communications for the BAC with end-user or implementing units, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public;
11. Submit complete and certified true copies of bidding documents to resident COA;
12. Perform other 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 JULY 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