

Date: **3 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 Contract of Service** position with details as follows:

Office: POLICY AND PLANS DIVISION

ADMINISTRATIVE ASSISTANT II

Item number : N/A
Compensation : SG 8 (Php 19,744.00)
Place of Assignment: Regional Information and Computer Technology Management Section

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in a relevant field
Training : At least four (4) hours of relevant training
Experience : At least two (2) years of experience in technical support, preferably in end-user hardware and basic productivity
Eligibility : With or without eligibility

Job Summary:

Perform functions of a Procurement Officer which shall provide support and administrative functions for the procurement process.

Primary Task:

1. Assist in the preparation of APP and PPMP for ICT requirements;
2. Conducts market scanning and prepares market studies;
3. Assist in the preparation of Terms of Reference;
4. Monitor the disbursement plan;
5. Prepares and tracks the PR and other required docs;
6. Update the budget and procurement monitoring tool;
7. Coordinate with the Regional Procurement officer for guidance of clarifications on program procurement policies and guidelines;
8. Assist in crafting a proposal;
9. Reviews and checks the completeness and correctness of the required supporting procurement documents to ensure that all requirements are compiled; and
10. Ensures that an updated copy of the RA 9184 including its IRR and other relevant issuances is available at the RICTMS.

Applicants should be guided by the following **Criteria for Evaluation:**

- Education (E) 20%