

Date: 10 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 / TECHNICAL ADVISOR/ASSISTANCE AND OTHER RELATED SUPPORT SERVICES (TAAORSS)

SOCIAL WELFARE OFFICER II

Item Number : N/A
Compensation : SG 15 (Php 36,619.00)
Place of Assignment : Field Office – Policy and Plans Division

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Social Work
Training : At least sixteen (16) hours of training related to social work and community development in local planning, monitoring and project development.
Experience : At least two (2) years of relevant work experience in any of the following areas: Social Welfare and Development, Program and Project Management and Coordination Work
Eligibility : Registered Social Worker
Skills : Proficient in the use of MS Office, MS Excel; proficient in technical writing; with good collaborating and networking skills.

JOB DESCRIPTION:

Job Functions and Output:

Under limited supervision the TAAORSS Focal Person, the Social Welfare Officer II is tasked to assist in the overall coordination of the program and project management from assessment, planning, monitoring, implementation of Technical Assistance strategies and services with and for external stakeholders primarily the LGUs specific with Local Social Welfare and Development Office.

Primary Task:

1. Assist in the conduct of assessment of LGU capacity through LSWDOs using existing assessment and analysis tools with other members of the Regional Technical Assistance and Monitoring Team (RTAMT).
2. Assist in the formulation of Technical Assistance (TA) Plan in coordination and consultation with other FO Offices/Divisions/Sections/Units including external partners.
3. Monitor the implementation of the TA Plan and the achievement of objectives and targets with assigned LGUs.
4. Collaborate with assigned ODSU at the FO to strengthen institutional arrangements for the DSWD Tara Program processes and systems.