

Date: **16 JULY 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

INFORMATION TECHNOLOGY OFFICER I (EXTENDED DEADLINE)

Item number : N/A
Designation : Project Manager
Compensation : SG 19 (Php 51,357.00)
Place of Assignment: DSWD Field Office Caraga-RICTMS

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Information Technology, Computer Science, Business Administration, or any related field
Training : At least eight (8) hours of relevant training
Experience : More than three (3) years of experience in project management, preferably within the digital transformation or ICT domain
Eligibility : None required but having eligibility is an advantage

JOB DESCRIPTION:

The Information Technology Officer I shall perform the functions of a Project Manager who shall be responsible for overseeing and driving the successful completion of digital transformation projects within DSWD's Digital Transformation (DX) Team. This individual plays a crucial role in DSWD's digital transformation journey by leading cross-functional projects teams, ensuring effective stakeholder communication, and managing project resources, timelines and budgets. As the primary point of contact for project-related matters, the Project Manager contributes to the organization's mission of enhancing social service delivery in the Philippines by developing and implementing innovative digital solutions.

Functions and Responsibilities:

1. Lead the planning and execution of digital transformation projects, ensuring alignment with DSWD's strategic objectives and stakeholder requirements.
2. Develop and maintain detailed project plans, including defining project scope, objectives, tasks, timelines and budgets.
3. Coordinate and manage cross-functional project teams, assigning tasks, monitoring progress, and providing guidance and support as needed.
4. Serve as the primary point of contact for project-related matters, facilitating communication and collaboration among project stakeholders, including internal staff, external partners, and vendors.

5. Identify, track, and mitigate project risks and issues, implementing contingency plans as necessary to ensure project success.
6. Monitor and report on project progress, providing regular status updates to project stakeholders and escalating issues as needed.
7. Ensure the timely and successful delivery of digital solutions, adhering to quality standards and meeting or exceeding stakeholder expectations.
8. Conduct post-project evaluations to assess project outcomes, identify lessons learned, and inform future project planning and execution.

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

• Education (E)	20%
• Training (T)	15%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	5%
• Special Exam (Technical)	20%
• 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 24, 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/>.

for: GMP
GENELYN P. MARTURILLAS
Administrative Officer V

Human Resource Planning & Performance Management Section - Head