

Date: **27 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: Disaster Response Management Division

PROJECT DEVELOPMENT OFFICER II

Item number : N/A
Compensation : SG 15 (Php 36,619.00)
Place of Assignment: DSWD Field Office Caraga-DRIMS

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree relevant to the job, preferably in Geography, Geometrics Engineering, Information Technology or other relevant Social Sciences courses
Training : At least sixteen (16) hours of relevant training, preferably in systems analysis design and development, database management, information management and analysis
Experience : At least two (2) years of relevant experience on database management application and administration, utilization of various computer-aided mapping applications and other relevant experiences in the implementation of DRRM programs, projects and activities (PPAs).
Eligibility : None Required

Job Description:

The Project Development Officer II (PDO II) GIS Specialist is responsible to develop and perform Predictive Analytics of Humanitarian Response and to develop, utilize, generate and maintain spatial databases, spatial technologies and tools, web GIS and related technologies.

Job Functions and Outputs:

1. Perform predictive analytics for humanitarian responses;
2. Develop, utilize, generate and maintain spatial databases, spatial technologies and tools, web GIS;
3. Perform mapping and special analysis;
4. Apply emerging and evolving technologies to current and upcoming organizational need at the operational and tactical levels;
5. Assist in evaluating and piloting technologies prior to major investment or deployment;
6. Prepare required DRRM-related DROMIC reports;
7. Provide technical assistance to LGUs and other counterparts and
8. Perform other DROMIC-related works that may be assigned from time to time by the immediate supervisor and or/higher authorities.

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 10, 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