



Date: 11 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: Protective Services Division

Project Development Officer II (Extended Deadline)

Item number : N/A
 Compensation : SG 15 (Php 36,619.00)
 Place of Assignment: PSD- FO Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Computer Science, Computer Engineering, Management Information Systems or other IT related courses
 Experience : At least two (2) years relevant experience
 Training : At least eight (4) hours of relevant training in System Development Lifecycle (SDLC)
 Eligibility : With or without eligibility

JOB DESCRIPTION:

Under the direct supervision of the Division Chief, will be in-charge for the development and maintenance of systems necessary in the operations of the division. And act as assistant to the PSD-Information Officer in the production of different IEC materials to include photo and video documentation and/or AVPs.

Functions and Responsibilities:

1. Develop innovations and maintain systems;
2. Research and recommend innovative, and where possible automated approaches for system administration tasks, identify approaches that leverage our resources and provide economies of scale;
3. Configured Operating System (OS) and application systems;
4. Deployed applications and new scripts for existing ones;
5. Updated and "patched" OS and application systems 90% uptime of all application systems developed;
6. Server performance maintenance;
7. Back up files of the configured OS and system application;
8. Install and configure supporting ICT equipment and services;
9. Design or produce IEC materials for social marketing based on the target audience and language to be used;
10. Prepare photo and video documentation of activities, seminars, training, and special events of field office as per directed and develop audio visual materials to be used in the presentation;
11. Perform other related tasks as may be assigned by the immediate supervisor.

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

- Education (E) 25%
- Training (T) 10%

