

Date: 03 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: Disaster Response Management Division

PROJECT DEVELOPMENT OFFICER III

Item number : N/A
Compensation : SG 18 (Php 46,725.00)
Place of Assignment: DSWD Field Office Caraga-DRIMS

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree graduate, preferably BS Statistics, Mathematics or other related courses
Training : At least sixteen (16) hours of relevant training, preferably in statistical Analysis, information management and analysis, data management and analytics and reports generation
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 DROMIC Field Office Staff (DFOS) is responsible for the efficient monitoring of relief operations; collating, consolidating, analyzing and reporting of information on disaster or humanitarian crisis situation; and submitting daily or periodic updates of the FO's disaster operations to DROMIC-CO. DROMIC-FO reports are significant bases for mobilization of resources and in crafting national disaster response policies. Their outputs are called DROMIC Reports. As such, the DFOs may need to go to disaster information essential for decision making, planning, budgeting and response.

General Functions:

1. Data Banking and Packaging;
2. Utilization of standardized DSWD DROMIC policies, procedures, techniques, strategies and forms in disaster reporting and disaster response operations information management;
3. Compilation and utilization of relevant maps and other monitoring tools;
4. Continuing skills/expertise upgrading through attendance/participation in seminars, conferences and trainings on disaster response operations monitoring and information management by DROMIC-CO and
5. Enhancing and strengthening networking and collaboration with all sectors concerned on disaster response operations monitoring and information management at various levels.

Specific Functions:

1. Data generation, gathering, analysis, banking, processing and monitoring
 - Monitor various weather-related social media to get timely information on possible disaster occurrences and alert LGUs of an impending disaster.
 - Generate and compile relevant disaster statistics/baseline data including maps and monitoring tools for data banking.
 - Receive/reach out for reports from the LGUs and/or affected areas and relay feedback/instructions to the LGUs.
 - Establish linkage with warning agencies and other technical experts.
 - Analyze and update data on existing capabilities of LGUs of affected areas, the extent of damage, assistance extended, number of evacuation centers, the GOs and NGOs involved, shopping lists of needs, requirements, problems and constraints in the management of emergency operations.
 - Establish the utilization of the predictive analytics for humanitarian response in the FO.
 - Validate reported disaster occurrences, package report and substantial information.
 - Perform data analysis and create meaningful presentations of results for appropriate actions, including maps, graphs, charts and reports.
 - Relay/submit feedback to DROMIC CO.
2. Public Information
 - Ensure operationalization of DROMIC reporting system.
 - Liaise with NGOs and other government agencies.
3. Technical Assistance
 - Review and analyze disaster reports,
 - Provide technical consultations on disaster information management as needed to FO-IM (Information Management) volunteers.
 - Conduct spot visits to affected areas.
 - Prepare and provide of field reports for submission to the DROMIC CO with the concurrence of the FO Director.
 - Prepare substantive feedback reports to the Field Director and to DSWD-CO.
4. Networking and Linkages
 - Coordinate with warning institutions/agencies.
 - Coordinate with Regional Disaster Coordinating Councils for updated disaster information.
 - Establish/strengthen linkages with LGUs, GOs and NGOs on resource generation and coordination for timely and appropriate response.

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	<u>5%</u>
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 13, 2024.**

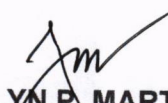
1. Application letter addressed to Regional Director Mari-Flor A. Dollaga-Libang;
2. .PDF file of duly filled out notarized **Personal Data Sheet** with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 which can be downloaded at <https://tinyurl.com/cscform212r2017>);
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/>.


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Administrative Officer V
Human Resource Planning and Performance Management Section