

Date: **08 NOVEMBER 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 **Contractual** position with details as follows:

Office: Pantawid Pamilyang Pilipino Program

Project Development Officer II

Item number : N/A
Designation : Regional Gender and Development Officer
Compensation : SG 15 (Php 38,413.00)
Place of Assignment: 4Ps – Regional Program Management Office

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's Degree in Social Work or any allied Social Science related courses
Training : At least 8 hours of relevant training
Experience : At least 1 year of related experience
Eligibility : CS Professional/Second Level Eligibility

JOB DESCRIPTION:

Ensures that the twin goals of GAD–women empowerment and gender equality are mainstreamed in all components of Pantawid Pamilya implementation at the Field Office Level.

Job Functions and Output:

Duties and Responsibilities:

- 1. Mainstreams gender perspective in key and critical components with people by conducting the following:**
 - a. Coordinates with capability building unit and assists in the conduct of Learning Needs Assessment for all Program Staff, utilizing the most appropriate tools validation methodologies;
 - b. Keep abreast of GAD framework, assessment strategies, learning intervention and evaluation within and among GAD partners and stakeholders;
 - c. Ensure that all Program staff are capacitated in GAD and competencies progressively build up to strengthen the gender mainstreaming goal of the program.

- 2. Conducts annual gender assessment as well as monitoring and evaluation to ensure gender-responsive program implementation through the following:**
 - a. Provides technical assistance to 4Ps Program in the use of gender-fair language in reports and all forms of communications;
 - b. Provides technical assistance to 4Ps Program components in the generation and analysis of sex-disaggregated data;
 - c. Facilitates and consolidates the generation of 4Ps Core GAD statistics through Gender Red Sites and GAD mapping activities;

- d. Reports regional 4Ps GAD situationer which includes gender issue identification generated from the PPIS as well as E-CMS and as may be sourced out from municipal , provincial, and partner-stakeholder reports as well as their analysis;
- e. Proposes and/ or facilitates development of advocacy materials, strategies or activities that will popularize and enhance GAD awareness, response, and transformation of offices and community partners;
- f. Leads in the formulation of Annual GAD Plan and Budget of the Program which contains interventions to the identified and analyzed gender issues and gaps;
- g. Provides technical assistance to other RPMO staff through establishment mechanism such as but not limited to the Regional 4Ps GAD Working Group, to POOs and MOOs towards addressing the identified and analyzed gender issue and gaps;
- h. Lead in the preparation and consolidation of Semestral and Annual GAD Accomplishment Report to be submitted to 4Ps NPMO and Regional GAD TWG and other partners as it may deem necessary; and
- i. Coordinate effort with division, offices and/ or units within the Field Office/ Department and other partners and advocate for the integration of GAD perspectives in all of their systems and processes.

3. Identifies and develops core GAD advocacy messages through the following:

- a. Identifies glaring gender issues and gaps that emanate from program implementation;
- b. Coordinates with the Social Marketing component in developing and popularizing GAD Advocacy materials;
- c. Provide technical assistance in the development and running of FDS Modules that discuss and focus on GAD-related topics; and
- d. Documents good/best practice in GAD mainstreaming in collaboration with the Social Marketing Unit (SMU)

Job Output:

- Report on GAD TNA data and analysis; 4Ps Core GAD statistics and gender redsite; 4Ps GAD Situationer (Organizational and Community Partners); Annual GAD Plan and Budget; Assessment of the program through Harmonized Gender and Development Guidelines (HGDG); Feedback Report / Minutes of the meeting / Highlight of coaching and mentoring sessions; GAD regional reports; GAD mainstreamed in FDS modules; GAD mainstreamed in IEC materials

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 NOVEMBER 15, 2024.**

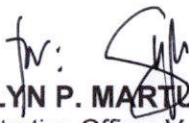
1. Application letter addressed to Regional Director Mari-Flor A. Dollaga-Libang;
2. .PDF file of duly filled out notarized **Personal Data Sheet** with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 which can be downloaded at <https://tinyurl.com/cscform212r2017>);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