

Date: **21 APRIL 2025**

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: PROMOTIVE SERVICES DIVISION/ SUSTAINABLE LIVELIHOOD PROGRAM

PROJECT DEVELOPMENT OFFICER II

Item No. : FOCARAGA-CONTRACTUAL-PDO2-000346
Compensation : SG 15 (Php 40,208.00)
Place of Assignment: Social Marketing Unit – DSWD Field Office Caraga

PREFERRED QUALIFICATIONS:

- Education : Bachelor's degree preferably in Mass Communication, Journalism, Development Communication, Broadcast Communication, or any communication-related and social sciences degree.
- Training : At least four (4) hours of relevant training in any or combination of the following: information, education, and communication (IEC) development, social media management, media production, and journalism.
- Experience : At least one (1) year of experience in development-related projects involving information, education, and communication (IEC) development, social media management, media production, and journalism.
- Eligibility : None required but having an eligibility is advantage.
- Skills : Good written, verbal communication skills (Bisaya, Tagalog, English). Above average skills in photography, lay-outing, video production, events organizing.

Job Functions and Output:

1. Co-develop and execute communication and social marketing strategies, and conducts key public relations and knowledge management endeavors for the Sustainable Livelihood Program;
2. Co-develop and operationalize the SLP communication plan for regional internal and external stakeholders, partners, existing, and prospective clients; through a regional advocacy and communication implementation plan;
3. Develop and submit SLP-RPMO's communication and advocacy implementation plan accomplishment report;

4. Prepare project proposals, guidelines, memoranda, and communications regarding SLP social marketing related activities;
5. Provide technical assistance and support to staff, partners, clients regarding social marketing;
6. Establish partnership with various media outlets and mobilizes them in the promotion of the SLP through sharing updates or gains through development of success stories or other information materials or direct media coverage;
7. Develop and publish feature articles and press releases of different SLP related activities and events;
8. Develop SLP advocacy and advertising materials (IEC materials);
9. Coordinate to SLP-NPMO Capacity Building and Communications Section for the advocacy and communication initiatives of the SLP-RPMO;
10. Act as the Alternate Knowledge Management Focal of the SLP-RPMO and performs tasks related to knowledge management;
11. Guided by the Social Marketing Unit of the Sustainable Livelihood Program-National Program Management Office (SLP-NPMO), the SLP Social Marketing Officer will carry out the Strategic Communication Planning and Information Design:
 - a. Co-develop and operationalize the SLP communication plan for regional internal and external stakeholders through a work plan;
 - b. Substantially contribute to, coordinate, and localize the production of information, education communication (IEC) materials, such as video presentations, brochures, booklets, posters, etc., within appropriate medium and target audience;
 - c. Coordinate with the DSWD-Field Office Social Marketing unit (SMC)) to ensure cohesive and consistent messaging within the department;
 - d. Prepare and coordinate budget and funding (project planning, implementation and post implementation, including progress reports) for social marketing activities;
 - e. Establish the SLP brand identity with key stakeholders, especially program participants and their livelihood projects Public Relations;
 - f. Liaise with various (artistic and technical) service providers for radio and television features and guesting's, video news releases and publication in print media, in coordination with the DSWD-Field Office SMU;
 - g. Establish SLP online presence through the DSWD and SLP websites, and social media;
 - h. Produce and publish feature articles and press releases from field visits and activities; Organize advocacy activities and events for SLP 1; and
 - i. Orient internal and external stakeholders on SLP, whenever necessary.
12. Guided by the Social Marketing Unit of the Sustainable Livelihood Program-National Program Management Office (SLP-NPMO), the SLP Social Marketing Officer will carry out the following:
 - a. Conduct field visits to monitor content accuracy and availability of IEC materials;
 - b. Conduct case studies through field visits and field activity reports;
 - c. Document, manage and share information on emerging and best practices in operationalizing the SLP business process; and
 - d. Document, manage and share information on key livelihood models developed by field implementers for replication and localization, in coordination with other SLP-RPMO staff.
13. Perform a tasks and duties assigned by the Regional Program Coordinator.

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

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| • 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 May 1, 2025**.

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 (CAV) Certification, Authentication, and Verification;
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.
- e. All application documents must be readily available for submission once the applicant is considered for the position.

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 & Performance Management Section - Head