

REPUBLIKA NG PILIPINAS
KAGAWARAN KAGALINGANG PANLIPUNAN AT PAGPAPALUNLAAD
(Department of Social Welfare and Development)
Field Office IX, Zamboanga City

POSTING OF VACANCIES
As of May 2019

NO.	POSITION TITLE	ITEM NO.	NO OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS				ASSIGNMENT	DURATION OF CONTRACT
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
1	Social Welfare Officer III (Regular)	OSEC-DSWDB-SOCWO3-335-2004	1	18	Bachelor's Degree in Social Work (BSW)	1. Atleast Two (2) years of progressively responsible experience in social welfare and development services and other related work. 2. Computer literate (database application, excel, powerpoints, etc.)	Atleast with 24 hours of relevant training	RA 1080 (Licensed Social Worker)	DSWD-FO IX	
2	Social Welfare Officer I (Regular)	OSEC-DSWDB-SOCWO1-179-2004	1	11	Bachelor's Degree in Social Work (BSW)	1. Atleast Two (2) years of progressively responsible experience in social welfare and development services and other related work. 2. Computer literate (database application, excel, powerpoints, etc.)	Atleast with 16 hours of relevant training	RA 1080 (Licensed Social Worker)	DSWD-FO IX	
3	Administrative Aide IV (Regular)	OSEC-DSWDB-ADA4-761-2004	1	4	Completion of two (2) years studies in College	With at least One (1) year relevant experience in administrative support function; Computer literate (database application, excel, powerpoints, etc.)	Atleast with 8 hours of relevant training	Career Service (Sub-Prof)/ 1st Level eligibility	DSWD-FO IX	
4	Project Development Officer II- Beneficiary Data Management System (PANTAWID)	Contractual	1	15	BS Degree relevant to the job, preferably: Computer Science, Information Technology	At Least 1 year experience in developmental-related projects involving the following: 1. Data/Information Mngt. 2. Computer Literate 3. Good in Report Generation & Technical Writing 4. Good Analysis of Statistical Data 5. Good Project Mngt. Skills	Atleast with 16 hours of relevant training experience in Data Mngt., Project Mngt. Research	Preferably with 2nd Level Eligibility	Iplil, ZSP	
5	Project Development Officer II- System Coordinator (PANTAWID)	Contractual	1	15	Bachelor's Degree relevant to the job	At Least 1 year experience relevant to the job	Atleast 4 hours relevant training	Not required	RPMO, FO IX	

6	Administrative Officer II (PANTAWID)	Contractual	1	11	BS Degree relevant to the Job	1 year relevant experience	4 hours of relevant training	none required	RPMO, FO IX	
7	Administrative Assistant II (PANTAWID)	Contractual	1	8	At least 2 years in College or graduate of Vocational Technical Courses	At least with 1 year experience in Administrative task (Additional: Computer Literate, Good Communication Skills, Good Reportorial Skills)	At least 4 hours relevant training	Not required	Dipolog City, ZDN	
8	Community Development Officer III	MOA - KCPAMANA	1	18	Bachelor of Science in Social Work	At least five (5) years of combined, progressive experience in project management, community organizing, and community development strategies/methodologies, two (2) years of which should be in a supervisory capacity. Experience in Participatory Local Governance, Community-based Resource Management, Community-based Disaster Risk Reduction Management, and Conflict Sensitivity and Peace Building. Experience in foreign assisted projects will also be an advantage.	At least eighty (80) hours of relevant training in community organizing and development, development research, project management, monitoring and evaluation, gender and development, social and environmental safeguards, and other related fields. Training in Project Management, Participatory Local Governance, Community-based Resource Management, Community-based Disaster Risk Reduction Management, and Conflict Sensitivity and Peace Building, and IP sensitivity will be an advantage.	none required	KC - RPMO	
9	Community Procurement Officer III	MOA - KCPAMANA	1	18	Bachelor's degree in civil engineering.	At least 4 years work experience rural/community Development Programs/Project with Procurement related functions; two years of which in foreign assisted Projects; experience in facilitating procurement based on world bank, RA 9184 and other International funding institution; experience in community based procurement would be an advantage	At least 24 Hours of relevant procurement training; must be proficient with computer applications using MS Word, Excel, Power Point, Access and other applicable softwares	Licensed Civil Engineer	KC - RPMO	
10	Regional Infrastructure Officer III	MOA - KCPAMANA	1	18	Bachelor's degree in civil engineering.	1. At least 4 years work experience rural/community Development Programs/Project with specific functions of preparing a program of works (POW), detailed estimates, plans/drawings, technical specifications; managed implementation of community infrastructures; 2. With two years of working experience in foreign assisted Projects;	At least 24 Hours of relevant trainings on rural/community development Infrastructure; must be proficient with computer applications using MS Word, Excel, Power Point, Access and other softwares preferably Auto CAD	Licensed Civil Engineer	KC - RPMO	
11	Financial Analyst III	MOA - KCPAMANA	1	18	Bachelor's degree in Accountancy	At least 2 years of relevant experience, preferably in a government institution	At least 8 hours of relevant training, preferably in government accounting systems	none required	KC - RPMO	

12	Administrative Assistant 1	MOA - KC NCDDP & KC - PAMANA	2	7	Completion of two-year studies in tertiary education, or graduate of any two-year technical-vocational course	1. 1 year relevant experience 2. Proficiency in Ms Office applications – Word, Excel and Ppt - required	4 hours relevant training	none required	KC - RPMO	-
13	Project Development Officer II - GIS Specialist	MOA-Disaster	1	15	Bachelor's Degree relevant to the Job, preferably BS Geography, Geomatics Engineering, Information Technology, or other relevant social science courses; With at least Two (2) years relevant experience on database management application and administration, utilization of various computer-aided mapping application and other relevant experiences in the implementation of DRRM programs, projects and activities (PPAs). Additional competencies: 1. Proficient in MS Office, various computer-aided mapping applications, database management applications, web GIS, spatial analysis, and other related technologies 2. Excellent decision-making skills 3. Keen attention to details 4. Outstanding people-skills 5. Good written and oral communication 6. Competent ability to provide technical assistance and expert advice 7. Excellent analytical thinking 8. Willing to work long hours, to go on field work and to handle multi tasks type of work 9. Able to work harmoniously, competently and effectively even under pressure.	Atleast Sixteen (16) hours of relevant training preferably on Systems Analysis Design and Development, Database Management, Information Management and Analysis	Career Service (Prof)/ 2nd Level eligibility	DSWD-FO IX		
14	Electrical Engineering	JOB ORDER	1	15	Bachelor's Degree in Electrical Engineering	With at least Two (2) years relevant experience	Atleast with 16 hours of relevant training	RA 1080 (Licensed Electrical Engineer)	FO IX, Z.C.	June to Sept. 2019
15	Architect	JOB ORDER	1	15	Bachelor's Degree in Architecture	With at least Two (2) years relevant experience	Atleast with 16 hours of relevant training	RA 1080 (Licensed Architect)	FO IX, Z.C.	June to September 2019
16	SPED Teacher	JOB ORDER	1	11	BS Education major in SPED	With at least Two (2) years relevant experience	Atleast with 16 hours of relevant training	RA 1080 (LET)	RSCC, Z.C.	June to December 2019

Certified by:

FE L. DELA CRUZ
FE L. DELA CRUZ
OIC-Chief, HRMDD

Approved by:

NESTOR B. RAMOS
Regional Director

FOR THE REGIONAL DIRECTOR
EDUAN P. MADRIGAL
EDUAN P. MADRIGAL, CESO IV
Regional Director