

POSTING OF VACANCIES

As of July 2019

NO.	POSITION TITLE	NO OF VACANCY	QUALIFICATION REQUIREMENTS				
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
1	Area Coordinator	BASILAN-5 JOLIO-11 TAWI-TAWI-4	Graduate of any Four (4) year Social Science course or allied profession	*At least One (1) year experience in management and supervision *Good public speaking, interviewing and listen skills *With conflict resolution and management skills *With experience in LGU engagement *Initiative to learn and contribute to the success of the project *With Leadership skills *A Team Player *With good report writing skills *Knowledgeable in local language or dialects of the province *Computer literate *Resident of the province of assignment *Willing to be deployed in far flung or remote areas of the province *Physically fit (health certificate from government hospital/clinic needed) *Preference will be given to previously hired Area Coordinators with satisfactory performance	At least with 24 hours of relevant training	None required	All municipalities of Basilan, Sulu & Tawi-Tawi
	Area Supervisor	BASILAN-23 JOLIO-54 TAWI-TAWI-21	Graduate of Bachelor's Degree in Social Science or allied profession	*At least Six (6) Months experience in management and supervision *Good interviewing and communication skills *Resident of the province where she will be assigned to *Computer literate *Has initiative to learn and contribute to the Success of Project *A team player *With Good report writing skills *Knowledgeable in local language or dialects of the province *Willing to be deployed in far flung or remote areas of the province *Physically fit (health certificate from government hospital/clinic needed) *With conflict resolution and management skills *Preference will be given to previously hired Area Supervisors with satisfactory performance	At least with 16 hours of relevant training	None required	All municipalities of Basilan, Sulu & Tawi-Tawi
	Enumerator	BASILAN-113 JOLIO-269 TAWI-TAWI-106	Senior High School graduate or completed at least two (2) years of college education or its equivalent	*Preferably with experience in the conduct of household assessment or similar project/activities related tasks *Must be a resident of the province where she will be assigned to *Must be able to write legibly *A team player *Physically fit (health certificate from government hospital/clinic needed) *Willing to be deployed in far flung or remote areas of the province *Knowledgeable in local language or dialects of the province *Must possess good interviewing and listening skills	At least with 8 hours of relevant training	None required	All municipalities of Basilan, Sulu & Tawi-Tawi

Certified by: _____

Certified by:

Approved by:

[Signature]
FE L. DELA CRUZ
OIC-Chief, HRMDD

NESTOR B. RAMOS
Regional Director

PSWD For the Regional Director
Fatima S. Canina, SMO V
Director for Operations