

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

POSTING OF VACANCIES


As of 02 January 2020

NO.	POSITION TITLE	ITEM NO.	NO. OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS				ASSIGNMENT
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
1	Social Marketing Officer III	MOA - KC NCDDP	1	18	Bachelor's Degree in Development Communication/Information Management/ Mass Communication or equivalent combination of education, certification and experience.	At least 2 years of experience in communication and marketing preferably on development or poverty reduction projects.	At least 8 hours of training related to designing communication programs and marketing strategies	None required	DSWD-FO IX
2	Financial Analyst III (CFM)	MOA - NCDDP	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	Preferably Certified Public Accountant	DSWD-FO IX
3	Financial Analyst III (SOE)	MOA - KC NCDDP	1	18	Bachelor's degree in Accountancy	At least 2 years of relevant experience, preferably in a government institution	At least 8 hours in government accounting systems	Preferably Certified Public Accountant	DSWD-FO IX
4	Financial Analyst III	MOA - KC PAMANA	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	Preferably Certified Public Accountant	DSWD-FO IX
5	Administrative Officer II	MOA - KC NCDDP	1	11	Bachelor's degree relevant to the job	One (1) Year relevant experience	8 Hours of relevant training; must be proficient with computer applications	None required	DSWD-FO IX
6	Administrative Aide IV - Driver	MOA - KC NCDDP	1	4	Elementary school graduate	None required	None required	Professional	DSWD-FO IX


7	Community Development Officer III	MOA - KC NCDDP & KC PAMANA	2	18	Bachelor's degree in Social Work, Community Development, Anthropology, Public Administration, Social Sciences. Post-graduate degree or units in social science, sociology, anthropology, community development, development research, project management, and/or development studies will be an advantage.	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, and IP sensitivity will be an advantage. Experience in foreign assisted projects will also be an advantage.	At least eighty (80) hours of relevant training in project management, community organizing, and community development approaches, strategies/methodologies, and gender and development, with at least forty (40) hours of training on Community-Based Environmental Protection, Participatory Local Governance, Community-based Resource Management, Community-based Disaster Risk Reduction Management, Conflict Sensitivity and Peace Building, or IP and ICC engagement	Preferably Registered Social Worker	DSWD-FO IX
8	Monitoring and Evaluation Officer III	MOA - KC NCDDP & KC PAMANA	2	18	With Bachelor's Degree in IT, statistics, math or related field	With at least 2 years of experience in any of the following: monitoring and evaluation, research, database management, GIS operation	With 8 hours training on any of the following: computer operation, database operation or GIS	None required	DSWD-FO IX
9	Regional Infrastructure Officer III	MOA - KC PAMANA	1	18	Bachelor's degree in Civil Engineering.	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; With two years of working experience in foreign assisted Projects;	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	DSWD-FO IX
10	Project Development Officer III	MOA - KC PAMANA	1	18	Bachelor's degree in Civil Engineering	At least 4 years work experience in rural/community development programs/ project with procurement related functions; 2 years of which in foreign assisted Projects; experience in facilitating procurement based on RA 9184, World Bank and other international funding institution; experience in community based procurement would be an advantage.	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	DSWD-FO IX
11	Administrative Assistant I	MOA - KC PAMANA	2	7	Completion of two-year studies in tertiary education, or graduate of any two-year technical-vocational course	None required	None required	None required	DSWD-FO IX

12	Administrative Assistant II	MOA - KC PAMANA	2	8	Completion of two-year studies in tertiary education, or graduate of any two-year technical-vocational course	None required	None required	None required	DSWD-FO D
13	Community Procurement Officer III	MOA - KC PAMANA	1	18	Bachelor's degree in Civil Engineering	At least 4 years work experience in rural/community development programs/ project with procurement related functions; 2 years of which in foreign assisted Projects; experience in facilitating procurement based on RA 9184, World Bank and other international funding institution; experience in community based procurement would be an advantage.	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	DSWD-FO D

Certified by:


FE L. DELA CRUZ
 OIC-Chief, HRMDD

Approved by:


FATIMA S. CAMINAN
 OIC-Regional Director