

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

POSTING OF VACANCIES
As of February 2020

POSITION TITLE	ITEM NO.	NO. OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT	PERFORMANCE EVALUATION (for existing staff only)	NEXT IN RANK
				EDUCATION	EXPERIENCE	TRAINING				
1. Community Development Officer IV	MOA KC - NCDDP	1	22	Bachelor's Degree in Social Science and other related fields. Post-graduate degree or units on social science, sociology, anthropology, community development, development research, project management, and/or development studies, ad advantage	At least Six (6) years of progressive work experience preferably in a supervisory capacity in community organizing, community development and project management. Work experience in the context of Foreign Assisted Projects (FAPs) is an advantage, Participatory Local Governance, Community-based Resource Management, Community-based Disaster Risk Reduction Management, and Conflict Sensitivity and Peace Building, and IP Sensitivity is an advantage	Atleast Fifty Six (56) hours relevant training in community organizing and development, development research, project management, monitoring & evaluation, gender & development, social & environmental safeguards, and other related fields. Training in Project Management, Gender & Development, Participatory Local Governance, Community based REsource Management, Community-based Disaster Risk Reduction Management, and Conflict Sensitivity and PEace Building, and IP Sensitivity is an advantage	Preferably 2nd Level Eligibility / CS Professional	KC - RPMO	-	-

POSITION TITLE	ITEM NO.	NO. OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT	PERFORMANCE EVALUATION (for existing staff only)	NEXT IN RANK
				EDUCATION	EXPERIENCE	TRAINING				
2. Project Development Officer IV (Community Infrastructure)	MOA KC - NCDDP	1	22	Bachelor's Degree in Civil Engineering	At least Six(6) years of progressive work experience in a supervisory capacity in rural/community developmental programs/projects with specific functions of preparing a program of works (POW), detailed estimates, plans/draawings, technical specifications, managed implementation of community infrastructures and/or project/construction management. Work experience in foreign assisted Projects is an advantage.	At least Fifty Six (56) hours relevant training in construction/project management, rural/community development infrastructure	Licensed Civil Engineer	KC - RPMO	-	-
3. Supervising Administrative Officer (Finance)	MOA KC - NCDDP	1	22	Bachelor's Degree in Accountancy or related discipline, with Master's units or degree in the above fields is preferred	At least Six(6) years of experience in financial management in a supervisory capacity	At least Fifty Six (56) hours in financial management or government accounting systems	Certified Public Accountancy	KC-RPMO	-	-
4. Project Evaluation Officer IV	MOA KC - NCDDP	1	22	Bachelor's Degree in development studies, economics, statistics, social sciences or related field, preferably in Master's Degree	At least Six (6) years of progressive work experience preferably in a supervisory capacity in any of the following: program monitoring and evaluation, research or planning, with at least Two (2) years of experience in development work or ODA programs/projects	At least Fifty Six (56) hours relevant training on program/project monitoring & evaluation, research, data analysis, database operation or GIS	Preferably 2nd Level Eligibility / CS Professional	KC-RPMO	-	-

POSITION TITLE	ITEM NO.	NO. OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT	PERFORMANCE EVALUATION (for existing staff only)	NEXT IN RANK
				EDUCATION	EXPERIENCE	TRAINING				
5. Training Specialist IV	MOA KC - NCDDP	1	22	Bachelor's Degree in Social Science and other related fields. MA degree or units in social science, sociology, community development, research and/or development studies, an advantage	At least five (5) years progressive work experience in designing training programs, and designing and writting training curriculum, modules, and learning materials, managing capability building programs and conducting training activities in a community-based development program context , contracts management of training service providers, and administering training programs for development workers. Experience of capability building in the context of Foreign Assisted Projects (FAPs) is an advantage.	Training in capacity building and traning program and curriculum design and development, Popular Education and Technology of Participation (TOP), development research, project management, monitoring and evaluation of capability building, community organizing, and related fields.	Preferably 2nd Level Eligibility / CS Professional	KC-RPMO	-	-
6. Regional Training Officer I (Regional Training Assistant)	MOA KC - NCDDP	1	11	Bachelor's Degree in Social Science	Three (3) years of training experience in community focused development work, especially adult education	None required	None required	KC-RPMO	-	-

POSITION TITLE	ITEM NO.	NO. OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT	PERFORMANCE EVALUATION (for existing staff only)	NEXT IN RANK
				EDUCATION	EXPERIENCE	TRAINING				
7. Community Development Officer III	MOA KC - PAMANA	1	18	Bachelor's degree in Community Development, Anthropology, Public Administration, Social Work or any of the 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 [1]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. [1] Supervisory shall mean experience in community-level management of a team of field workers in a community development or community organizing program or project, where the candidate exercise over-all coordination and supervision authority.	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	KC-RPMO	-	-

POSITION TITLE	ITEM NO.	NO. OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT	PERFORMANCE EVALUATION (for existing staff only)	NEXT IN RANK
				EDUCATION	EXPERIENCE	TRAINING				
8. Regional Training Officer III	MOA KC - PAMANA	1	18	Bachelor's Degree in Social Science and other related fields. Post-graduate degree or units in social science, sociology, community development, research and/or development studies is an advantage.	At least two (2) years experience in adult learning, popular education and / or alternative learning systems, and in management of training programs, including logistics. Experience in contract management of service providers will be an advantage.	At least 40 hours of training in adult education in a community development context. Additional training on participatory learning and action, participatory action research, project management, capacity building assessment and evaluation is an advantage.	None required	KC-RPMO	-	-
9. Regional Bookkeeper	MOA KC - PAMANA	1	9	Bachelor's Degree in any Commerce - related course	1. Preferably with at least one (1) year work experience in accounting and bookkeeping work; 2. With good communication and analytical skills and report writing skills; 3. Highly literate in MS Office applications	Preferably with at least 8 hours of relevant training	None required	RPMO - Accounting Section	-	-
10. Cash Clerk	MOA KC - PAMANA	1	9	Bachelor's Degree in any Commerce - related course	1. Preferably with at least one (1) year work experience in cash management work 2. With good communication and analytical skills and report writing skills; 3. Highly literate in MS Office applications	Preferably with at least 8 hours of relevant training	None required	RPMO - Cash Section	-	-

POSITION TITLE	ITEM NO.	NO. OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT	PERFORMANCE EVALUATION (for existing staff only)	NEXT IN RANK
				EDUCATION	EXPERIENCE	TRAINING				
11. Budget Assistant	MOA KC - PAMANA	1	9	Bachelor's Degree in any Commerce - related course	1. With a minimum of 1 year in bookkeeping/Budget Preparation & Analysis 2. Computer Literate (Excel/Word/Database Application)	Preferably with at least 8 hours of relevant training	None required	RPMO - Budget Section	-	-
12. Community Infrastructure Officer III	MOA KC - KKB	1	18	Bachelor of Science in Civil Engineering	Minimum of 4 years relevant civil works experience in rural or community-based infrastructure development, 2 years of which in foreign-assisted development projects. KC experience is an advantage; Preferably can speak the local dialect/s in the area.	50 hours engineering-related training on managing community-based infrastructure projects and 8 hours on community development/poverty reduction projects	Licensed Civil Engineer	KC-RPMO	-	-

POSITION TITLE	ITEM NO.	NO. OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT	PERFORMANCE EVALUATION (for existing staff only)	NEXT IN RANK
				EDUCATION	EXPERIENCE	TRAINING				
13. Area Coordinator	MOA KC - NCDDP	1	18	Bachelor's degree in Community Development, Public Administration, Social Work or any of the 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 {1} capacity. Experience in Participatory Local Governance, Community-based Resource Management, Community-based Disaster Risk Reduction Management, Gender and Dvelopment, and Conflict Sensitivity and Peace Building, and IP sensitivity will be an advantage. Prior work experience in the KALAH-I-CIDSS and other similar CDD Projects will also be an advantage.	At least eighty (80) hours of relevant training in community organizing, and community development approaches, strategies/methodologies. Training in Project Management, Gender and Development, Participatory Local Governance, Community-based Resource Management, Community-based Disaster Risk Reduction Management, or Conflict Sensitivity and Peace Building, and IP sensitivity will be an advantage.	Preferably Registered Social Worker	DSWD FO-IX	-	-
	MOA KC - PAMANA	9	18							
	MOA KC - KKB	5	18							
14. Technical Facilitator	MOA KC - NCDDP	1	17	Bachelor's degree in Civil Engineering and other engineering related courses, preferably a licensed Civil Engineer;	Minimum of 1 year relevant civil works experience in small scaled rural community-based infrastructure Development, preferably with 6 months in foreign assisted development projects	4 hours training on managing community-based infrastructure projects and 8 hours on community development/ poverty reduction	Licensed Civil Engineer	DSWD FO-IX	-	-
	MOA KC - KKB	5	17							

POSITION TITLE	ITEM NO.	NO. OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT	PERFORMANCE EVALUATION (for existing staff only)	NEXT IN RANK
				EDUCATION	EXPERIENCE	TRAINING				
15. Municipal Financial Analyst	MOA KC - NCDDP	1	13	Bachelor's degree in Business Administration or Commerce related Courses	With 1 year relevant work experience	4 hours relevant training	none required	DSWD FO-IX	-	-
	MOA KC - KKB	5	13							
16. Community Empowerment Facilitator	MOA KC - NCDDP	8	13	Graduate of any 4 year course relevant to social development, community development, and/or social work. Undergraduates who possess equivalent experience in community development, community organizing, social work, and participatory local governance may also be considered.	1. With 2 years of relevant, progressive work experience in community organizing and/or development assistance projects. 2. Experience in implementing gender and development, conflict sensitivity and peace building, development work with indigenous people and indigenous cultural communities, community-based resource management, community-based environmental protection, and community-based disaster risk reduction programs is an advantage.	At least forty (40) hours of relevant training in community organizing, community mobilization strategies and approaches, and/or Popular Education techniques and approaches. Training in Gender and Development and/or Local Governance a plus. CFs to be assigned in Indigenous Peoples (IP) areas should have 20 hours of training on IP sensitivity and Indigenous Peoples Rights.	none required	DSWD FO-IX	-	-
	MOA KC - PAMANA	11	13							
	MOA KC - KKB	15	13							

Certified Correct:


FE L. DELA CRUZ
 OIC - CHIEF, HRMDD


FATIMA S. CAMINAN
 OIC-Regional Director