Department of Social Welfare and Development
Field Office 6, Molo Iloilo City
KALAHI-CIDSS Office

June 19, 2014

The following are list of vacancies in KALAHI-CIDSS – NCDDP RPMO and Sub-RPMO based on the approved staffing plan and Authority to Hire issued by the Secretary last May 29, 2014 for posting:

Position	Status/SG	No. of Vacancies
RPMO – Regional Project Management Office		
CDO III (Community Development Officer III)	SG 18	1
CDO II – (Community Development Officer II)	SG 15	1
RIA – (Regional Infrastructure Assistant)	SG 15	2
FA III – Finance Analyst III (WFP-Work Financial Planning)	SG 18	1
FA III – Finance Analyst III (Electronic RFR's)	SG 18	1
FA II – Finance Analyst II	SG 15	1
M&EO III – Monitoring & Evaluation Officer III (Database Management).	SG 18	1
RTO – Regional Training Officer	SG 15	2
RPO – Regional Procurement Officer (Engineer)	SG 22	1
AA I – Administrative Assistant I	SG 7	3
AAide IV – Administrative Aide IV (Driver)	SG 4	1
Mainstreamed		
FA III – Finance Analyst III (SOE/Donor Reports)	SG 18	2
FA III – Finance Analyst III (RFR Review)	SG 18	3
RB – Regional Bookkeeper	SG 9	1
BA – Budget Assistant	SG 9	1
CC – Cash Clerk	SG 9	1
AO IV – Admin. Officer IV (HR)	SG 15	3
AO IV – Admin. Officer IV (Proc.)	SG 15	3
Sub-RPMO – Sub-Regional Project Management Office (SRPMO)		
SRPC – Sub-Regional Program Coordinator	SG 24	6
CDO III – Community Development Officer	SG 18	8
FA III – Finance Analyst III	SG 18	8
CIO III – Community Infra Officer III	SG 18	8
CPO – Community Procurement Officer	SG 18	8
M&EO III – Monitoring & Evaluation Officer III	SG 18	8
AA I – Administrative Assistant I	SG 7	6

Interested applicants to submit application letter and curriculum vitae addressed to the Regional Director on or before June 30, 2014.

Please see attached Qualification Standards.

Prepared by: Certified correct:

(**Original signed**)   (**Original signed**)
TESSIE B. LICERA   LEO L. QUINTILLA
AA 1/HR Admin   KC – DRPM

APPROVED:

(**Original signed**)
JOEL P. GALICIA
Asst. Regional Director

NCDDP Qualification Standard

1. **Community Development Officer III (CDO III)**
    Preferred Qualifications (Competency-based)
    Education: 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.
    Training: At least eighty (80) hours of relevant training in project management, community organizing, and community develement 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.
    Experience: 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.
    Other Qualifications:
    Proficiency in word processing and database applications, Excellent written and verbal communication skills, and proficiency in the major local dialect of the region to which s/he will be assigned.

2. **Community Development Officer III (CDO III)**
    Preferred Qualifications (Competency-based)
    Education: 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.
    Training: At least eighty (80) hours of relevant training in project management, community organizing, and community develement 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.
    Experience: 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[2] 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.

Other Qualifications:
Proficiency in word processing and database applications
Excellent written and verbal communication skills, and proficiency in the major local dialect of the region to which s/he will be assigned.

3. **Regional Infrastructure Assistant (RIA)**
   Preferred Qualifications (Competency-based)
   Education: Graduate of four-year course in the following fields: Engineering, Information Technology, Computer Science or any related course.
   Training: 20 hours in any of (or a combination of) the following software: MS Office, Open Office, any database software. ***Desirable, but not required:*** CAD Software, Project Management software and basic computer networking.
   Experience: 1 year relevant experience on database maintenance and management, consolidating and organizing project information for management and operations, adapting and improving office systems for complex operations, preferably in small-scale rural community-based infrastructure development. Experience with foreign-assisted project an advantage.

4. **Financial Analyst III (FA III)**
   Preferred Qualifications (Competency-based)
   Education: Bachelor's degree in Accountancy (preferably Licensed CPA).
   Training: At least 8 hours of relevant training, preferably in government accounting systems.
   Experience: At least 2 years of relevant experience, preferably in a government institution.

5. **Financial Analyst III (FA III) for Financial Planning and Budgeting (WFP)**
   Preferred Qualifications (Competency-based)
   Education: Bachelor's degree in Accountancy (preferably Licensed CPA).
   Training: At least 8 hours in government accounting systems
   Experience: At least 2 years relevant experience, preferably in a government institution

6. **Financial Analyst III (FA III) for Accounting - SOE/Donor Reports**
   Preferred Qualifications (Competency-based)
   Education: Bachelor's degree in Accountancy (preferably Licensed CPA).
   Training: At least 8 hours in government accounting systems
   Experience: At least 2 years of relevant experience, preferably in a government institution.

7. **Regional Training Officer (RTO)**
   Preferred Qualifications (Competency-based)
   Education: 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.
   Training: 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.
   Experience: At least two (2) years experience in adult learning, popuar 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.

Other competencies:
Proficiency in word processing and database applications (MS Office). Excellent written and verbal communication skills.

8. **Administrative Assistant I (AA I)**
   Preferred Qualifications (Competency-based)
   Education: Completion of two-year studies in tertiary education, or graduate of any two-year technical-vocational course
   Training: None required
   Experience: None required
   Others: Proficiency in MS Office applications – Wors, Excel and Ppt – required

9. **Administrative Aide IV (AA IV-Driver)**
   Preferred Qualifications (Competency-based)
   Education: Elementary school graduate
   Training: None required
   Experience: None required
   Eligibility: Professional / Non-professional driver's license.

10. **Regional Bookkeeper (RB)**
    Preferred Qualifications (Competency-based)
    Education: Bachelor's degree in Business Administration
    Training: None required
    Experience: None required

11. **Budget Assistant (BA)**
    Preferred Qualifications (Competency-based)
    Education: Bachelor's degree in Business Administration
    Training: None required
    Experience: At least one year relevant work experience

13. **Cash Clerk (CC)**
    Preferred Qualifications (Competency-based)
    Education: Bachelor's degree in Business Administration
    Training: None required
    Experience: At least one year relevant work experience

14. **Sub-Regional Program Coordinator (SRPC)**
    Preferred Qualifications (Competency-based)
    Education: Master's degree or equivalent in social science, development management , public administration and related fields
    *Equivalent means 3 years relevant experience for every year in a 2-year Master's program or a total of 6 years
    Training: At least 40 hours of relevant training, e.g., community-driven development, management and supervision, leadership, program management, policy development and review, planning, budgeting, monitoring and evaluation.
    Experience: At least 6 years work experience in supervisory or managerial position in a foreign-assisted poverty reduction program or project.

15. **Community Infrastructure Officer III (CIO III)**
    A. CSC – Prescribed QS (based on KC TORs of RPMO Personnel).
      Education: Graduate of Civil Engineering course, licensed Civil Engineer
      Training: 28 hours of Engineering training
      Experience: 4 years of relevant experience in rural or community-based infrastructure development, 2 years of which in foreign assisted development projects
      Eligibility:
    B. Preferred Qualifications (Competency-based)
      Education: Graduate of Civil Engineering course and preferably licensed Civil Engineer .
      Training: 50 hours engineering-related training on managing community-based infrastructure projects and 8 hours on community development/poverty reduction projects.
      Experience: 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.

16. **Regional Monitoring and Evaluation Officer III (RM&EO III) for Database Management**
    Preferred Qualifications (Competency-based)
      Education: With Bachelor's Degree in IT, statistics, math or related field.
      Training: With 8 hours training on any of the following: computer operation, database operation or GIS
      Experience: With at least 2 years of experience in any of the following: monitoring and evaluation, research management, GIS operation.

17. **Regional Monitoring and Evaluation Officer III (RM&EO III) for Grievance Redress Monitoring.**
    Preferred Qualifications (Competency-based)
      Education: With Bachelor's Degree in Social sciences or related field.
      Training: With 8 hours training on any of the following: grievance handling, research, field investigation, or alternative dispute resolution.
      Experience: With at least 2 years of experience in any of the following: monitoring and evaluation, research, report writing, alternative dispute resolution or grievance handling.

18. **Regional Monitoring and Evaluation Officer III (RM&EO III) for SRPMT**
    Preferred Qualifications (Competency-based)
      Education: With Bachelor's Degree in Social sciences, IT, statistics, economics or related field.
      Training: With 8 hours training on any of the following: program/project monitoring and evaluation, research date analysis or report writing.
      Experience: With at least 2 years of experience in any of the following: monitoring and evaluation, research, report writing, and database operation.

For Interested applicants, *please submit your application letter and resume through our Records Unit or email to hrdudswd6@gmail.com or fo6@dswd.gov.ph, addressed to the Regional Director.*
For inquiries, please contact:
HAIDEE M. SUNE
Administrative Officer V
Human Resource Development Unit
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Tel. Numbers: (033) 3376221 or (033) 3001009