

04:30

Department of Social Welfare and Development

Field Office No. V
Magnolia St. PBN Buraguis, Legazpi City

Date: April 21, 2016

MEMORANDUM

FOR : ALL CONCERNED

SUBJECT : Vacant positions at the KALAHI-CIDSS

We wish to inform you of the vacant positions on **Memorandum of Agreement Status** at the **KALAHI-CIDSS Project (National Community Driven Development Program)** of the DSWD Field Office V, with the following minimum qualification standards:

One (1) COMMUNITY DEVELOPMENT OFFICER, SG 18 (P 31, 351.00.00)

Assignment : Sub Regional Program Management Office
Education : Bachelor's degree in Community Development, Anthropology, Public Administration, Social Work or any of the Social Sciences.
Training : At least eighty (80) hours of relevant training in project management, community organizing, community development approaches, strategies/ methodologies and gender and development, with at least forty (40) hours 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 years of which should be in a supervisory capacity.
Other Qualification: Experience in foreign assisted project will also be an advantage.
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.

Attached is the Terms of Reference of the position for your reference.

Qualified applicants may submit all of the following documents to the Records Section on or before **May 5, 2016**:

1. Application letter;
2. Comprehensive resume with 2x2 ID picture and brief job description of positions handled from previous employer
3. Photocopy of Transcript of Records

Request for extension of submission and application with incomplete documents will not be entertained.


ARNEL B. GARCIA, CESO II
Regional Director