

**Department of Social Welfare and Development**  
Field Office No. V  
Magnolia St. PBN Buraguis, Legazpi City

Date: **19 July 2016**

MEMORANDUM

FOR : **ALL CONCERNED**

SUBJECT : **Vacant positions at the KALAHI-CIDSS**

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

**Twenty- Two (22) Area Coordinator, SG 18 (33, 452.00)**

- Education : 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
- Training : 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
- 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<sup>1</sup> capacity. Experience in Participatory Local Governance, Community-based Resource Management, Community –based Disaster Risk Reduction Management, Gender and Development, and Conflict Sensitivity and Peace Building, and IP sensitivity will be an advantage. Prior work experience in the KALAHI-CIDSS and other similar CDD projects will also be an advantage.

**Fourteen (14) Technical Facilitator, SG 17 (30, 831.00)**

- Education : Bachelor's degree in Civil Engineering and other engineering related courses, preferably a licensed Civil Engineer; Woman applicants are encourage
- Training : 4 hours training on managing community-based infrastructure projects and 8 hours on community development/poverty reduction
- Experience : 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

**Fourteen (14) Municipal Financial Analyst, SG 13 (22, 328.00)**

Education : Bachelor's degree in Business Administration  
Training : 4 hours relevant training  
Experience : 1 years relevant work experience

Qualified applicants may submit all of the following documents to the Records Section on or before **August 2, 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

ABG/LRR/MGAB/ivan