



OFFICE OF CIVIL DEFENSE
Central Office
Camp General Emilio Aguinaldo, Quezon City

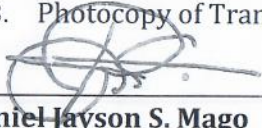
NOTICE OF HIRING
(Contract of Service)

JOB SUMMARY	
Position Title:	Technical Support (Technical Writer: Knowledge, Management and Administration)
No. of Vacancies:	2
Place of Assignment:	Capacity Building and Training Service
Monthly Compensation:	₱ 23,877.00
MINIMUM QUALIFICATIONS	
Education:	Bachelor's Degree preferably in the field of Social Sciences or other related courses
Training:	Preferably with at least 4 hours of training in Technical Writing, Research, Data Gathering, and/or Project Implementation
Experience:	Preferably with at least 1 year of work experience involving Technical Writing, Research, Data Gathering, and/or Project Implementation
Eligibility:	Preference shall be given to applicants with Civil Service Eligibility
JOB DESCRIPTION	
<p>The contractor is expected to perform the following functions:</p> <ul style="list-style-type: none"> • Develop and implement manual, templates, work methods, and techniques designed to operationalize knowledge management and administrative matters of NDRRMTI; • Determine the needs of users of technical documentation; • Collect user feedback to update and improve content; • Revise, edit, or update instructions, technical information, and frequently asked questions as necessary; • Maintain an updated indexing of vital information; • Facilitate, coordinate, and attend meetings, programs, and activities relevant to the assigned job; • Report daily to OCD CBTS; and • Perform other duties as required by the immediate supervisor. 	

Interested and qualified applicants should submit the following documents through e-mail at ocd.recruitment2020@gmail.com, with an application letter addressed to the undersigned, not later than JUN 08 2021 :

1. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Copy of valid NBI Clearance; and

3. Photocopy of Transcript of Records;



Ronniel Jayson S. Mago

Chief, Human Resource Management and Development Division