



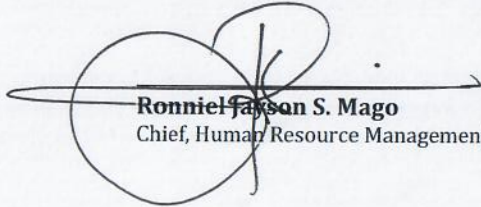
OFFICE OF CIVIL DEFENSE
Central Office
Camp General Emilio Aguinaldo, Quezon City

NOTICE OF HIRING
(Contract of Service)

JOB SUMMARY	
Position Title:	Technical Support
No. of Vacancies:	3
Place of Assignment:	Policy Development and Planning Service – Disaster Risk Governance Division
Monthly Compensation:	₱ 20,754.00
MINIMUM QUALIFICATIONS	
Education:	Bachelor's Degree in the field of Social Sciences, Statistics, Data Sciences, Performance Management, or other related courses
Training:	Preferably with at least 4 hours of training on Technical Writing, Research, Program Implementation, and/or Monitoring and Evaluation
Experience:	Preferably with at least 1 year of work experience involving Technical Writing, Research, Program Implementation, and/or Monitoring and Evaluation
Eligibility:	Preference shall be given to applicants with Civil Service Eligibility, but not required
JOB DESCRIPTION	
<p>The contractor is expected to perform the following functions:</p> <ul style="list-style-type: none"> • Handle coordination with the NDRRMC Member Agencies especially with the activities under this initiative; • Provide technical and administrative assistance to the Results-Based Monitoring and Evaluation System (RBMES) Project Team; • Review the quality of existing data in relation to the NDRRMP 2020-2030, the methods of collecting it, and the degree to which it will provide good baseline for impact evaluation; • With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support and resources; • Produce briefing papers, reports on M&E findings, prepare presentations for workshops and consultations, and after-activity reports as required; • Contribute to the analysis of outputs and recommend improvements to the Project to enhance the same; • Work in close collaboration with internal counterparts and external partners to strengthen the quality and consistency of monitoring and evaluation activities; • Provide monthly progress reporting to D, PDPS through AC, DRGD, accompanied with a monthly timesheet; and • Perform other functions as may be directed 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 APR 11 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;

A handwritten signature in black ink, consisting of several loops and a horizontal line extending to the right, positioned over the printed name and title.

Ronniel Jayson S. Mago

Chief, Human Resource Management and Development Division