



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

NOTICE OF HIRING
(Contract of Service)

15 FEB 2021

JOB SUMMARY	
Position Title:	Technical Support (Policy Specialist: Knowledge Management and Administration)
No. of Vacancies:	1
Place of Assignment:	Capacity Building and Training Service - NDRRM Training Institute
Monthly Compensation:	₱ 20,754.00
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, Policy Development, Research, and/or Strategic Planning
Experience:	Preferably with at least 1 year of work experience involving in Technical Writing, Policy Development, Research, and/or Strategic Planning
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 framework, policies, standards, procedures, and guidelines in conducting researches relevant to DRRM and civil defense; • Develop framework, policies, standards, procedures, and guidelines relevant to the Knowledge Management of NDRRMTI; • Formulate strategy, planning, and policy papers in relation to the administrative matters of NDRRMTI such as but not limited to policy on processing payments and transactions and use of NDRRMTI centers and simulation facilities; • Communicate with key stakeholders and coordinate working groups, committee meetings, and stakeholder consultations to support engagement as well as policy development and implementation; • 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 **20 FEB 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