

08 DEC 2016
Mansel

NOTICE FOR PUBLICATION

JOB ORDER VACANCY

PROVINCIAL TEAM LEADER (3)

(MASA MASID Program)

PhP25,000.00 per month

AREA OF DEPLOYMENT: APAYAO (Kabugao), BENGUET (La Trinidad) & KALINGA (Tabuk City)

SKILLS AND QUALIFICATIONS

- Bachelor's Degree preferably in Political Science or Humanities or other related field
- Residence of the province of deployment
- Experience on program/project management and community mobilization for at least 1 year
- Computer literate (MS Office)
- With good oral and written communication skills
- With good moral character

FUNCTIONS

- Ensure the operationalization of the MASA MASID Program
- Consolidate reports submitted by the Community Facilitators of the Province
- Ensure the updating of registry of volunteers (MASA MASID & CRN)
- Assist MASA MASID Teams (MMT) & Community Rehabilitation Network (CRN) in the preparation and implementation of MASA MASID plans at the Barangay Level
- Assist MMT in the monitoring and reporting activities
- Conduct regular visit to the City/Municipality with MMT in his/her covered area
- Provide Monthly Accomplishment Report including the work plan for the succeeding month to the Project Management Office (PMO), through the Regional Facilitator
- Do other tasks that may be assigned by the Provincial Director in relation to the MASA MASID Program

Requirements

- Letter of Intent
- Personal Data Sheet (PDS form 212) with picture

DEADLINE OF SUBMISSION: December 14, 2016 to the DILG Provincial Office concerned

Address applications to:

ENGR. MARLO L. IRINGAN
Regional Director
DILG-CAR
Barangay Center, Upper Session Rd., cor. North Drive
Baguio City