



20 JAN 2021

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

NOTICE OF HIRING
(Contract of Service)

JOB SUMMARY	
Position Title:	Technical Support (IEC Specialist)
No. of Vacancies:	1
Place of Assignment:	Capacity Building and Training Service - Information, Training and Advocacy Division
Monthly Compensation:	₱ 20,754.00
MINIMUM QUALIFICATIONS	
Education:	Bachelor's Degree
Training:	Preferably with at least 4 hours of training in Technical Writing, Multimedia Arts, Graphic Design, and/or IEC Design
Experience:	Preferably with at least 1 year of work experience involving Technical Writing, Multimedia Arts, Graphic Design, and/or IEC Design
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">• Determine needs for DRRM and civil defense related advocacies based on trends, priorities, and situation updates;• Develop information and communication plans;• Develop IEC materials on DRRM and civil defense in coordination with other stakeholders;• Conceptualize and develop knowledge products and services (KPS) such as brochures, folios, signages, posters, and other information, education and communication (IEC) materials;• Facilitate, coordinate, and attend meetings, programs, and activities relevant to the assigned job;• Report daily to OCD CBTS; 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 **25 JAN 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