



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)
No. of Vacancies:	1
Place of Assignment:	Capacity Building and Training Service - Curriculum Development Division
Monthly Compensation:	₱ 20,754.00
MINIMUM QUALIFICATIONS	
Education:	Bachelor's Degree preferably in the field of Social Sciences
Training:	Preferably with at least 4 hours of training in Technical Writing, Strategy/Policy Formulation, Policy Development, Research, Monitoring and Evaluation, or Project Management
Experience:	Preferably with at least 1 year of work experience involving Technical Writing, Policy Development, Research, Monitoring and Evaluation, or Project Management
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 policies for innovative delivery of DRRM training courses using online platforms;• Review, analyze, and update existing DRRM Training Policies and Guidelines;• Identify gaps and inconsistencies in the goals and outputs of DRRM Training Programs that require policy interventions;• Undertake complete staff work in the development of training policies and guidelines for OCD and NDRRMC;• Provide strategic plans and actions for a more effective delivery of training programs based on the policies that were formulated;• Submit monthly progress report on the accomplishments and actions taken relative to the projects;• 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 **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