



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

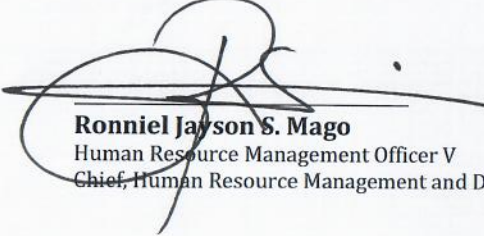
NOTICE OF HIRING
(Contract of Service)

25 MAR 2021

JOB SUMMARY	
Position Title:	Technical Support (Researcher)
No. of Vacancies:	1
Place of Assignment:	Capacity Building and Training Service
Monthly Compensation:	₱ 20,754.00
MINIMUM QUALIFICATIONS	
Education:	Bachelor's Degree
Training:	Preferably with at least 4 hours of training on Technical Writing, Project Management, Monitoring and Evaluation, Effective Communication Skills, and/or Research
Experience:	Preferably with at least 1 year of work experience involving Technical Writing, Project Management, Monitoring and Evaluation, Research, and/or Forging Partnerships
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 proposals for innovative delivery of DRRM training courses using online platforms;• Undertake completed staff work for the development of DRRM training research proposals and other research-related requirements as directed by the CBTS;• Coordinate with relevant research institutions to implement the approved research proposals;• Facilitate the requirements for the partnership with the relevant research institutions;• Monitor and submit progress report on the coordination with the relevant research institutions;• Monitor and guarantee that the agreement between the OCD and the partner research institutions are well-complied;• Develop and update the Disaster Risk Reduction and Management (DRRM) Training Research Agenda;• Attend meetings and other research-related activities as required by the CBTS;• 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 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 **30 MAR 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
Human Resource Management Officer V
Chief, Human Resource Management and Development Division