



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

20 JAN 2021

NOTICE OF HIRING
(Contract of Service)

JOB SUMMARY	
Position Title:	Technical Support
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 on Technical Writing, Project Management, Training Facilitation, and/or Training Assessment
Experience:	Preferably with at least 1 year of work experience involving Technical Writing, Project Management, Training Facilitation, and/or Training Assessment
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">• Facilitate the conduct and implementation of competency assessment;• Assist in analyzing the result of assessment and in completing the Annual Learning and Development Plan;• Formulate and develop plans, procedures, and programs to meet specific training needs;• Assess training effectiveness to ensure incorporation of taught skills and techniques into employees' work behavior;• 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 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