



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 (Technical Writer: Knowledge Management and Administration)
No. of Vacancies:	2
Place of Assignment:	Capacity Building and Training Service
Monthly Compensation:	₱ 20,754.00
MINIMUM QUALIFICATIONS	
Education:	Bachelor's Degree preferably in the field of Social Sciences or other related courses
Training:	Preferably with at least 4 hours of training in Technical Writing, Research, Data Gathering, and/or Project Implementation
Experience:	Preferably with at least 1 year of work experience involving Technical Writing, Research, Data Gathering, and/or Project Implementation
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 and implement manual, templates, work methods, and techniques designed to operationalize knowledge management and administrative matters of NDRRMTI;• Determine the needs of users of technical documentation;• Collect user feedback to update and improve content;• Revise, edit, or update instructions, technical information, and frequently asked questions as necessary;• Maintain an updated indexing of vital information;• Facilitate, coordinate, and attend meetings, programs, and activities relevant to the assigned job;• Report daily to OCD CBTS; and• Perform other duties as required 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;


Ronnell Jayson S. Mago
Chief, Human Resource Management and Development Division