



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

NOTICE OF HIRING
(Contract of Service)

15 FEB 2021

| JOB SUMMARY | |
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| 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 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;



Ronnel Jayson S. Mago

Chief, Human Resource Management and Development Division