



Republic of the Philippines
 DEPARTMENT OF LABOR AND EMPLOYMENT
 CARAGA REGION XIII
 Butuan City

HIRING OF THIRTEEN (13) COMMUNITY FACILITATORS
 For the Profiling of Child Laborers and Removing them from Child Labor
 FY 2019


Agency : DOLE-CARAGA XIII
 Address : Nimfa Tiu Bldg. III, J. P. Rosales Avenue, Butuan City

8:44 PM R649
 DOLE CARAGA REGIONAL OFFICE
RELEASED
 RECORDS SECTION 04 JUN 2019

Title of Position	Item No.	Salary	Duration	Education	Skills and Experience	Competencies and Scope of Work
Thirteen (13) Community Facilitators distributed to different provinces of Caraga: RO: Two (2) ADN: Five (5) ADS: Two (2) SDN: One (1) SDS: Two (2) PDI: One (1)	N/A	P33,584.00 /month inclusive of social benefits	6 Months (July to December 2019)	Must be a College Graduate	<ul style="list-style-type: none"> • With experience in a comparable position preferably with background in social work or community development; • Must be computer literate and can perform several microsoft office programs; • Pro-active and able to work in a team with ability to work within timelines; • Excellent in written and verbal communication skills, analytical and interpersonal skills; • Willing to do field work and can work effectively with minimal supervision; 	<ul style="list-style-type: none"> • Ability to assist the child labor program implementer in the Regional and Provincial Offices in: <ul style="list-style-type: none"> • Identification of priority areas for the profiling of child laborers; • Coordination with local government units, government agencies, social partners, and stake holders, among others; • Preparation of required reports • Demonstrate effective assistance and supervision to the enumerators in the profiling and encoding of data; • Ability to apply knowledge in conducting desk review and field validation of accomplished profiling tools; • Ability to assess effectively the needs of the profiled child laborers and their families;

				<ul style="list-style-type: none"> • An experience to a program management team in government, government-related projects, or non-profit organization is an advantage; • Demonstrate capacity to undertake assigned responsibilities and work under pressure 	<ul style="list-style-type: none"> • Demonstrate excellent written communication skills especially in the preparation of referral letters to appropriate agencies/organizations for the provision of necessary services to the profiled child laborers and their families; • Effectively track the status of delivery of services; • Able to conduct monitoring visits to determine the progress of the child laborers and their families; • information and best practices relative to the program; • Approach work with zeal, creativity, and a positive, constructive attitude; • Demonstrate openness to change and ability to manage complexities; • Ability to work comfortably with people of diverse interests and backgrounds; • Willingness to fully contribute to a team-oriented, fast-paced organization; • Perform other tasks related to the implementation of the DOLE Child Labor Prevention and Elimination Program (CLPEP)
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***NOTE:** Please indicate clearly in the Application Letter the *position applying for* and the *area of assignment*.
Deadline of application is on **JUNE 24, 2019**.

Prepared by:

BLESSIL BETSY B. SUAREZ
HRMO-Designate

Noted by:

ANNIE C. TANGPOS
OIC, ITSSD

Approved by:

CHONA M. MANTILLA, CESO III
Regional Director