



Republic of the Philippines

COOPERATIVE DEVELOPMENT AUTHORITY

Region XIII Extension Office - 3/F Balebria Bldg., Pili Drive, Dagohoy 8600
Butuan City



Interested applicants may send their applications to r13.hr@cda.gov.ph

Documentary Requirements (scanned or photocopy):

- Application letter
Indicate specific item number & addressed to:

MONATAO HONEYA R. ALAWI
Regional Director

- Duly accomplished Personal Data Sheet (CSC Form) and attached Work Experience Sheet
- Updated CV/Resume
- Transcript of Records / Diploma*
- CSC Eligibility Document*
- Employment Certificate/s*
- Training Certificate/s*
- Most recent performance rating**

**Must reflect AT LEAST the credentials that meet minimum qualification standards*

***For government employees*

Applications with incomplete documentary requirements will not be accepted.

Equal Employment Opportunity Principle

It is the policy of the CDA to strictly adhere to the principles of merit, competence, fitness and equality. Towards this end, it will implement a system that will create equal opportunities for advancement of all deserving employees of the Authority regardless of age, sex, sexual orientation, gender and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

NOTICE OF VACANCY

Position Title : **Cooperatives Development Specialist II**
 Item Number : **CDAB-CODES2-389-2017**
 Assignment : **Region XIII Extension Office**
 Salary Grade : **SG 15 (₱ 38,413.00)**
 Status : **Permanent**

Qualification Standards

Education : **Bachelor's degree relevant to the job**
 Experience : **1 year of relevant experience**
 Training : **4 hours of relevant training**
 Eligibility : **Career Service (Professional) Second Level Eligibility**

Duties and Responsibilities of the Position

	Under the general supervision, assists in the development and implementation of cooperative programs;
10%	1. Research
	a. Conducts research studies as well as monitors the utilization of research outputs
	b. Implements strategic intervention policies for cooperative development based on research studies
40%	c. Conduct monitoring and evaluation of activities related to research program
	2. Information and Advocacy
	a. Provides inputs and information for project communication strategy based on the communications strategy;
	c. implements strategies to increase and improve client and public outreach;
	d. Assist cooperatives in the promotion cooperative products and services as well as to engage them to participate in all, advocacy, knowledge-sharing events of the Agency; Formulate, coordinate and integrate advocacy strategy with the communications strategy to increase the standing and awareness of CDA programs and projects with clients, partners agencies, and the public;
	e. Implements communications and advocacy strategies to increase the standing and awareness of CDA programs and projects with cooperatives, partners' agencies, and the public.
	f. Coordinates advocacy efforts with line agencies and the media
	g. Provides necessary and timely information among all the stakeholders;
40%	h. Implements strategies and activities necessary to carry out the information and advocacy agenda.
	i. Prepares materials for marketing and awareness-raising including briefing materials and press releases.
	3. Education and Training
40%	a. Conducts management and training programs that will provide members of cooperatives with the entrepreneurial capabilities, managerial expertise, and technical skills required for efficient operation of their cooperatives
	b. Assists in the development of modules for cooperative trainings;
	c. Implements standards in the provision of technical and professional assistance to cooperatives to ensure the effectiveness of such assistance
10%	4. Others
	a. Establishes the formation and organization of cooperative development councils in the national municipal, city and regional levels in order to provide the cooperative movement a system for policy consultation and program coordination;
	b. Participates in the periodic assessment of performance; and
	c. Performs such other duties assigned from time to time

Posting Start Date : **October 16, 2024**

Deadline of Submission of Applications: : **October 26, 2024**