



**MWSS REGULATORY OFFICE
IS HIRING!**

OPEN POSITION

SENIOR GENDER AND DEVELOPMENT SPECIALIST

(Contract of Service: 46,725.00/month)

DEADLINE OF APPLICATION: 19 APRIL 2024

For all vacant positions which are open for application, please visit
<https://ro.mwss.gov.ph/careers/>



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METROPOLITAN WATERWORKS & SEWERAGE SYSTEM
REGULATORY OFFICE



SENIOR GENDER AND DEVELOPMENT SPECIALIST

**CONTRACT OF SERVICE:
PHP 46,725.00/MONTH**

QUALIFICATIONS

- Bachelor's Degree in any of the following: Gender / Women Development, International Relations / Studies, Business Administration and Development, Development Studies, Management, Economics, Social Sciences, and other allied courses
- Two (2) years of relevant experience in Gender and Development Strategic Planning and Management
- At least 16 hours of relevant training in any of the following: Gender Sensitivity, Gender Analysis and Tools Development, Gender and Development (GAD) Planning and Budgeting, Facilitation and Monitoring Skills, Strategic Planning, Monitoring and Evaluation / Results-based Monitoring, Policy Development and Advocacy, Project Development and Management, Managerial Leadership, Strategic and Critical Thinking, Strategic Decision Making, and Coaching and Mentoring

JOB DESCRIPTION

- Provides technical inputs in the planning, implementation, and assessment of the MWSS RO GAD Focal Point System's (GFPS) overall strategic and operational plans
- Provides technical assistance to GFPS on gender and development mainstreaming; development of gender-responsive plans, policies, programs, activities, services and tools; and the application of GAD Monitoring and Evaluation Framework



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JOB DESCRIPTION (CONT'D)

- Assists the GFPS Chairperson in supervising, coaching, and mentoring GFPS members and project implementors in performing their tasks as may be directed by the GFPS Chairperson
- Evaluates the agency's attributed programs using the Harmonized Gender and Development Guidelines and Sex-Disaggregated Data
- Prepares/drafts and/or conducts first-line review of concept papers, activity proposals, policy papers, and technical reports related to assigned tasks of GFPS
- Establishes and maintains a centralized Sex-Disaggregated Database
- Conducts in-house and external trainings on GAD
- Leads in the identification of possible synergies with internal and external stakeholders on Gender Mainstreaming activities
- Leads in building of partnerships, networks for cooperation, and institutional linkages with other government offices, national government agencies, local government units, international and local organizations, private agencies, and other stakeholders
- Participates and represents the MWSS RO and/or the GFPS Chairperson, as needed, in inter-agency committee meetings, conferences, consultations, workshops, seminars, and learning sessions, and acts as technical backstop to the GFPS Chairperson
- Performs other duties that may be assigned by the GFPS Chairperson



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BACANG PILIPINAS

All interested and qualified individuals regardless of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.

REQUIREMENTS

Qualified applicants should signify their interest in writing. They should attach the following documents to the application letter and send these not later than **19 April 2024**:

- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212) and Work Experience Sheet (WES), which can be downloaded at www.csc.gov.ph
- Performance rating in the last rating period (if applicable)
- Transcript of Records, Diploma, and Certificate of units earned in MS/MA or equivalent (if applicable)
- Learning and Development certificates

Applicants are advised to hand in or send through courier/email their application to:

RAMON A. JAVIER

Department Manager for Administration

Metropolitan Waterworks and Sewerage System Regulatory Office
Katipunan Avenue, corner H. Ventura Street, Brgy. Pansol, Quezon City
personnel@ro.mwss.gov.ph

**APPLICATIONS WITH INCOMPLETE DOCUMENTS
WILL NOT BE ENTERTAINED.**



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