

NOTICE OF VACANT POSITION

The **Butuan City Water District** announces the following **Job Order** vacant position for qualified applicants:

Position/Office	Rate per day	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
TECHNICAL WRITER / Main By-Pass Pipeline (MBPP) Detailed Engineering Design Project	P 805.00 / day		Bachelor's Degree in Engineering relevant to the job	None required	None required	CS Professional
Brief Description of the General Function of the Position	Assist the technical consultant in the preparation of the specifications of the project, draft contract documents, preparation of technical reports and perform relevant activities as may be assigned by the immediate supervisor and BCWD.					
Required Competencies						
Preference:						
<ul style="list-style-type: none"> - At least three (3) years of relevant experience in water supply projects. - Has knowledge on Water Supply and Bidding Documents. - Has good writing communication skills. 						

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than August 14, 2017. The assessment process will start on August 16, 2017.

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2017) which can be downloaded at www.csc.gov.ph
2. Performance ratings in the last two (2) semesters preceding this publication
3. Photocopy of Civil Service Certificate of Eligibility
4. Photocopy of training and employment certificate
5. Photocopy of Transcript of Records

Send to:

Engr. ANSELMO L. SANG TIAN
General Manager A
Butuan City Water District

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AUTOCAD OPERATOR / Main By-Pass Pipeline (MBPP) Detailed Engineering Design Project	P 805.00 / day		Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	CS Sub-Prof Data Encoder (MC 11, s.96 – Cat. I) First Level Eligibility
Brief Description of the General Function of the Position	Assist the Technical Consultant in the preparation of the Detailed Engineering Design (DED) of the proposed MBPL Project of BCWD. Create detailed electronic drawings based on the data and specifications gathered by the designers and engineers. Coordinate with the Technical Consultant, designers, engineers and other personnel to incorporate concepts into drawings. Performs other related duties, as directed.					
Required Competencies						
Preference:						
<ul style="list-style-type: none"> - Has knowledge on civil works especially on horizontal structures - Engineering / Architectural graduate - 2 years of relevant experience 						

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