

2021 OUTSOURCING OF MANPOWER SERVICES

PROJECT TITLE: **TECHNICAL SUPPORT FOR DOST REGIONAL FOOD INNOVATION CENTERS (rFICs) - Study 3: Development of Sustainability Mechanisms for DOST rFICs**

NO. OF POSITIONS	POSITION TITLE	DUTIES AND RESPONSIBILITIES	QUALIFICATIONS
1	Computer Programmer III @50,590.80/month [SG-18]	<ul style="list-style-type: none"> Develop a plan for setting up of an FIC network database to be used as an information-sharing and client-referral system for all DOST FICs; Serve as the lead programmer in the implement of the approved FIC network database development plan; Assist in coordination/facilitation of acquisition of equipment to be needed for project activities; Serve as the lead trainer in planning and conduct of capability building activities on use and troubleshooting of the developed website/platform for the end-users and the core project team; Plan for and implement the thorough turn-over of the developed platform before the end of the project or the end of the project engagement, whichever comes first; and Submission of travel/activity reports to the Project Leader. 	<p>1. EDUCATIONAL/ BACKGROUND</p> <ul style="list-style-type: none"> At least a graduate of Bachelor's Degree in the field of Computer Science, Computer Engineering, Information Technology, or any related course. Trainings relevant to database design, implementation and maintenance Post-graduate units or degree in any related course is an advantage. <p>2. WORK EXPERIENCE</p> <ul style="list-style-type: none"> Must have at least a combined 5 years of experience in software development, systems security, development operations (DevOps), and systems deployment Must have developed/designed minimum of two (2) Information systems. Advanced knowledge and System Analysis Design (SAD) Knowledgeable on software development lifecycle Must possess knowledge or experience on ethical hacking Experience in building and maintaining security systems Detailed technical knowledge of database and operating system security Thorough understanding of the latest security principles, techniques, and protocols Familiarity with web related technologies (Web applications, Web Services, Service Oriented Architectures) and of network/web related protocols Problem solving skills and ability to work under pressure <p>3. Personality traits: Professionalism, interpersonal skills, self-motivation/ initiative, flexibility</p>
1	Computer Programmer II @38,463.80/month [SG-15]	<ul style="list-style-type: none"> Develop a plan for setting up of an FIC network database to be used as an information-sharing and client-referral system for all DOST FICs; Assist in the implementation of the approved FIC network database development plan; Assist in coordination/facilitation of acquisition of equipment to be needed for project activities; Assist in planning and conduct of capability building activities on use and troubleshooting of the developed website/platform for the end-users and the core project team; Plan for and implement the thorough turn-over of the developed platform before the end of the project or the end of the project engagement, whichever comes first; and Submission of travel/activity reports to the Project Leader. 	<p>1. EDUCATION /BACKGROUND</p> <ul style="list-style-type: none"> At least a graduate of Bachelor's Degree in the field of Computer Science, Computer Engineering, Information Technology, or any related course. Trainings relevant to database design, implementation and maintenance Post-graduate units or degree in any related course is an advantage. <p>2. WORK EXPERIENCE</p> <ul style="list-style-type: none"> Must have at least a combined 3 years of experience in software development, systems security, development operations (DevOps), and systems deployment Must have developed/design at least one Information System. Knowledgeable on software development lifecycle Knowledge in System Analysis and Design (SAD) Must possess knowledge or experience on ethical hacking Experience in building and maintaining security systems Detailed technical knowledge of database and operating system security Thorough understanding of the latest security principles, techniques, and protocols Familiarity with web related technologies (Web applications, Web Services, Service Oriented Architectures) and of network/web related protocols Problem solving skills and ability to work under pressure <p>3. Personality traits: Professionalism, Interpersonal skills, self-motivation/ initiative, flexibility</p>
2	Project Assistant II @24,262.80/month [SG-10]	<ul style="list-style-type: none"> Provide support in the coordination and monitoring of project/ activities; Assist the project management team on the following: <ol style="list-style-type: none"> Organizing and documenting project meetings, seminar/workshops, mentoring sessions and other events; Gathering and consolidating pertinent data and workshop outputs; Preparing correspondences/communications, proceedings and other documents related to the implementation of project activities. Procuring required goods and services; Prepare/ consolidate project reports (monthly and quarterly basis) Perform other project related activities as may be assigned from time to time 	<p>1. EDUCATION/ BACKGROUND: Bachelor's Degree in business management or similar course (sustainable business strategies)</p> <p>2. Project Skill Requirements:</p> <ul style="list-style-type: none"> Computer literacy: Intermediate knowledge on MS Office Applications – Word, Excel, Powerpoint Communication skills: Able to understand and express fluently in Filipino and English (spoken and written); Draft/ prepare reports and correspondences Fit/able and willing to travel to the different regions for data-gathering, consultative meetings and other project activities Project Management / Event organization: can organize and facilitate project activities/ events with minimal supervision <p>3. Personality traits: Professionalism, interpersonal skills, self-motivation/ initiative, flexibility</p>

Interested and qualified applicants should signify their interest in writing and attaching the letter of application, the resume or curriculum vitae, Personal Data Sheet with Work Experience Sheet Form, official transcript of records, diploma, certificates of eligibility or board exam results, certificate of trainings, certificate of employment, service record (if applicable), Performance rating in the last rating period (if applicable), and recent 2 X 2 pictures, to the Human Resource Management Office, Administrative Division or send to email address, admhrms@itdi.dost.gov.ph on or before February 12, 2021.

Note:

For Insider applicants, please download Form II: Applicant's Data Sheet to this link http://itdi.dost.gov.ph/images/Personnel/Applicants_Data-Sheet_2016.pdf, and to be submitted together with the above-mentioned documentary requirement.

ITDI, in compliance to Civil Service Commission (CSC) PRIME-HRM, encourages applicants with the necessary qualifications and potential without regard to personal characteristics such as age, sexual orientation and gender identity, civil status, disability, religion, ethnicity and political affiliation.

PREPARED BY:


MELIA ELISA C. FLORENDO
Project Staff Level III

NOTED BY:


ANNABELLE V. BRIONES, Ph.D.
Project Leader and Director, ITDI