

Date:

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Central Office has one (1) vacant **contractual** position with details as follows:

Office: National Household Targeting Office

→ INFORMATION TECHNOLOGY OFFICER III

Item code : 01ITO3-CONTRACTUAL-NHTO-2014
Compensation : SG 24 (Php 86,742.00)
Place of Assignment : Information Technology Division

CSC PRESCRIBED QUALIFICATION STANDARDS

Education : Master's degree or Certificate in Leadership and Management from the CSC
Experience : Four (4) years of Supervisory/Management Experience
Training : Forty (40) hours of Supervisory/Management learning and development intervention

PREFERRED QUALIFICATIONS (COMPETENCY BASED)

Education : Bachelor's Degree in Computer Science, Computer Engineering, Information Technology, Technology Management or Mathematics with Master's degree/ Bachelor of Laws/ Certificate in Leadership and Management from the CSC
Experience : Four (4) years of Supervisory/Management Experience and three (3) years of experience as an Information Technology staff
Training : Forty (40) hours of Supervisory/Management learning and development intervention and sixteen (16) hours of training preferably about any of the following:

- Operating System: Windows, Linux or Ubuntu Administration
- Computer Assembly and Repair/ Basic Troubleshooting
- Network Management and Application Deployment
- Database Technologies: MySQL, MSSQL/ SQL Server, SQL, PostgreSQL, Oracle
- Programming Languages: Java, PHP, Javascript, Python
- IT Project Management, ICT Governance; Business Process Review and Analysis
- Software Testing or Software Quality Assurance

Additional Qualifications:

- With experience involving management supervision, web development/ management, information technology/systems/database development, data management/ business processing/ analysis, statistical applications/ techniques and research tools
- With extensive knowledge on project management
- Flexible and can work under stressful working conditions
- Able to interpret, analyze and evaluate data and information and make decisions concerning complex problems

- Possess excellent oral and written communication skills
- Excellent interpersonal and organizational skills

JOB DESCRIPTION

Management, supervision and review of the deliverables of the Information Technology Division; Implementation of the Information Systems Strategic Plan; Oversees the data analysis and design, and the database management, implementation, monitoring, administration, tuning, performance, utilization, and standardization; Supervises the updating of the Listahanan database; Recommends policies and guidelines on the Listahanan household assessment; and Provision of technical assistance related to IT.

Functions and Responsibilities:

1. Establishes and implements IT policies and protocols of the IT Division based on the mandate and operational requirements and implement the appropriate SDLC;
2. Performs high level analysis of business requirements and implement the appropriate SDLC;
3. Reviews and enhances established routines and measures of security for data processing and IT management;
4. Supervises the IT operations and IT staff of the NHTS-PR inclusive of field offices and attached agencies;
5. Provides technical assistance and support for IT users at Central, Field Offices and attached agencies;
6. Supervises and facilitates timely and quality deliverables of the IT Division;
7. Assists in the establishment and implementation of IT policies and protocols of the IT Division;
8. Conducts research and implements best practices related to IT operations
9. Able to work in team setup;
10. Performs other tasks and functions as may be specified by the Director.

Job Outputs:

1. IT Documentation
2. Reports
3. Information Systems Strategic Plan
4. Guidelines and policies
5. Technical assistance

Applicants should be guided by the following **Criteria for Evaluation:**

• Education (E)	9%
• Training (T)	9%
• Experience (E)	9%
• Written Exam	28%
• Interview	45%
Total	100%

Written/Technical Exam Component

Emerging Technologies	15
Project Management	10
Unified Modeling Language (UML)	15
Database Technologies	20
Total	100

Qualified applicants may apply online at www.dswd.gov.ph and email/attach the following documents at jobs@dswd.gov.ph on or before **22 MAY 2021**:

1. Application Letter addressed to **Director Leonardo C. Reynoso** of Human Resource Management and Development Service;
2. Comprehensive resume with Job Description and 2x2 I.D. picture or Duly accomplished Personal Data Sheet with Work Experience Sheet;
3. Transcript of Record / Diploma;
4. Copy of certificate of relevant trainings and seminars attended (if applicable);
5. Copy of duly signed Individual Performance Contract Rating (IPCR) in the last rating period (latest) or its equivalent for external applicants and must have a Very Satisfactory rating during the last period.

Note: All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

Walk-in applicants will not be entertained in observance to the new normal.

Request for extension of submission and application with incomplete documents will not be entertained. All communications pertaining to your application will be sent via e-mail.

LEONARDO C. REYNOSO, CESO III

Director IV

Human Resource Management and Development Service

Department of Social Welfare and Development