NOTICE OF VACANT POSITIONS
As of <u>November 17, 2023</u>

Research Information Communication and Utilization Division

I.   One (1) Project Technical Assistant IV– ICT (Outsourced)

Basic Salary   **:** Php 31,320/month (SG 13)
Plantilla Item No.   **:** N/A

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: None required
Training: None required
Eligibility: Career Service (Professional) / Second Level Eligibility (Preferably but not required)

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Information Technology / Computer Science or any related courses;
- Knowledgeable in PHP, MySQL, CSS, Javascript, and HTML;
- Has the ability to think logically and understand complex ideas and data;
- With good interpersonal skills, work attitude, and moral character;
- Coachable, a team player, and can work under pressure with minimum supervision.

Duties and Responsibilities

1. Information System Development
   a. Write, update, and maintain computer programs or software packages to handle specific jobs;
   b. Write, analyze, review, and rewrite programs using workflow chart and diagram, and applying knowledge of computer capabilities, subject matter, and symbolic logic;
   c. Consult with managerial and technical personnel to clarify program intent, identify problems, and suggest changes; and
   d. Perform systems analysis and programming tasks to maintain and control the use of computer systems software.

2. Information Systems Documentation
   a. Compile and write documentation (e.g. manuals and how-tos) of programs developed and subsequent revisions, inserting comments in the coded instructions so others can understand the program; and
   b. Submit reports in a timely manner.

H♥RT for the Filipino
Health Research and Technology
www.pchrd.dost.gov.ph

Saliksik Building, Science Community Complex,
Gen. Santos Ave., Bicutan, Taguig City 1631
Email Address: info@pchrd.dost.gov.ph
Tel. No.: (02) 8-837-7535
Fax No.: (02) 8-837-2942

Republic of the Philippines
Department of Science and Technology
PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

Quality Management
System certified
according to
ISO 9001:2015

ID: TUV100 05 4960

3. Information System Maintenance and Enhancement
   a. Define and resolve problems in running computer programs;
   b. Correct errors by making appropriate changes and checking the program to ensure that the desired results are produced;
   c. Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct; and
   d. Perform or direct revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new requirements.

4. Perform other duties as assigned by the Immediate Supervisor and/or Division Chief.

II. One (1) Project Technical Assistant VI– ICT (Outsourced)

Basic Salary   **:** Php 36,619/month (SG 15)
Plantilla Item No.   **:** N/A

Qualification Standard

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 (Preferably but not required)

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Information Technology / Computer Science or any related courses;
- With at least one (1) year experience in PHP, MySQL, CSS, Javascript, HTML, and Laravel Framework;
- Has the ability to think logically and understand complex ideas and data;
- With good interpersonal skills, work attitude, and moral character;
- Coachable, a team player, and can work under pressure with minimum supervision.

Duties and Responsibilities

1. Information System Development
   a. Write, update, and maintain computer programs or software packages to handle specific jobs;
   b. Write, analyze, review, and rewrite programs using workflow chart and diagram, and applying knowledge of computer capabilities, subject matter, and symbolic logic;
   c. Consult with managerial and technical personnel to clarify program intent, identify problems and suggest changes;

H❤RT for the Filipino
Health Research and Technology
www.pchrd.dost.gov.ph

Saliksik Building, Science Community Complex,
Gen. Santos Ave., Bicutan, Taguig City 1631
Email Address: info@pchrd.dost.gov.ph
Tel. No.: (02) 8-837-7535
Fax No.: (02) 8-837-2942

Republic of the Philippines
Department of Science and Technology
PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

Quality Management
System certified
according to
ISO 9001:2015

ID: TUV100 05 4960

d. Perform systems analysis and programming tasks to maintain and control the use of computer systems software;
e. Develop a system using Laravel and other PHP frameworks.

2. Information Systems Documentation
   a. Compile and write documentation (e.g. manuals and how-tos) of programs developed and subsequent revisions, inserting comments in the coded instructions so others can understand the program; and
   b. Submit reports in a timely manner.

3. Information System Maintenance and Enhancement
   a. Define and resolve problems in running computer programs;
   b. Correct errors by making appropriate changes and checking the program to ensure that the desired results are produced;
   c. Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct; and
   d. Perform or direct revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new requirements.

4. Other duties
   a. Conduct training, seminars and workshops for software clients;
   b. Perform other duties as assigned by the Immediate Supervisor and/or Division Chief.

III. One (1) Project Technical Specialist IV– ICT (Outsourced)

Basic Salary **:** Php 51,357/month (SG 19)
Plantilla Item No. **:** N/A

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Eligibility: Career Service (Professional) / Second Level Eligibility (Preferably but not required)

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Information Technology / Computer Science or any related courses;
- With at least two (2) years experience in Linux server administration and one (1) year in penetration testing;
- Knowledgeable in Apache and MySQL server and Firewall;
- Has the ability to think logically and understand complex ideas and data;
- With good interpersonal skills, work attitude, and moral character;
- Coachable, a team player, and can work under pressure with minimum supervision.

H♥RT for the Filipino
Health Research and Technology
www.pchrd.dost.gov.ph

Saliksik Building, Science Community Complex,
Gen. Santos Ave., Bicutan, Taguig City 1631
Email Address: info@pchrd.dost.gov.ph
Tel. No.: (02) 8-837-7535
Fax No.: (02) 8-837-2942

Republic of the Philippines
Department of Science and Technology
PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

DOST-PCHRD

Quality Management
System certified
according to
ISO 9001:2015

ID: TUV100 05 4960

Duties and Responsibilities

1. Install, administer, and troubleshoot security solutions;
2. Update software with the latest security patches and ensure the proper defenses are present for each network resource;
3. Perform vulnerability and penetration tests, identify weaknesses in computer systems, networks, and applications, defend against threats; and develop disaster recovery plans;
4. Configure security systems, analyze security requirements, and recommend improvements;
5. Monitor network traffic for suspicious behavior;
6. Create policies and authorization roles and defend against unauthorized access; modifications, and destruction;
7. Configure and support security tools, such as firewalls and security software;
8. Perform other duties as assigned by the Immediate Supervisor and/or Division Chief.

DOST-PCHRD encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI) to signify their interest in writing. DOST-PCHRD complies with the Equal Employment Opportunity Policy (EEOP) and that no person with disability shall be denied access to opportunities for suitable employment. A qualified employee with disability shall be subject to the same terms and conditions of employment and the same compensation, privileges, benefits, fringe benefits, incentives or allowances as a qualified able-bodied person.

Attach the following documents to the application letter and send to the address below not later than **December 01, 2023**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Accomplished Work Experience Sheet;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license (if applicable);
5. Photocopy of Transcript of Records and Diploma;
6. Photocopy of certificates of training/seminars attended;
7. Photocopy of Service Record/ Certificate of Work Experience/Certificate of Employment; and
8. Application Letter addressed to:

DR. JAIME C. MONTOYA
Executive Director III

H❤RT for the Filipino
Health Research and Technology
www.pchrd.dost.gov.ph

Saliksik Building, Science Community Complex,
Gen. Santos Ave., Bicutan, Taguig City 1631
Email Address: info@pchrd.dost.gov.ph
Tel. No.: (02) 8-837-7535
Fax No.: (02) 8-837-2942

QUALIFIED APPLICANTS are advised to send through email their application requirements addressed to:

MR. EARVIN JAMES P. MILANTE
Administrative Officer V
Human Resource Management Section
Philippine Council for Health Research and Development - DOST
Saliksik Building, General Santos Avenue, Bicutan, Taguig City
recruitment@pchrd.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

JAIME C. MONTOYA, MD, MSc, PhD, CESO II
Executive Director III

Date Posted: **November 17, 2023**

H⊘RT for the Filipino
Health Research and Technology
www.pchrd.dost.gov.ph

Saliksik Building, Science Community Complex,
Gen. Santos Ave., Bicutan, Taguig City 1631
Email Address: info@pchrd.dost.gov.ph
Tel. No.: (02) 8-837-7535
Fax No.: (02) 8-837-2942