

Date: 26 June 2023

NOTICE OF VACANCY

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

Office: Policy and Plans Division

Information Technology Officer II

Designation : Section Head
Compensation : SG 22 (Php 71,511.00)
Place of Assignment : Regional Information and Communication Technology Management Section (RICTMS)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree preferably in Computer Science, Computer Engineering, Management Information Systems or other IT related course
Training : 24 hours of relevant training in System Development Lifecycle (SDLC), systems administration and/or information security and management
Experience : 4 years of relevant experience in systems administration/ managing and IT Infrastructure
Eligibility : None required but having second level eligibility/ license is an advantage

JOB DESCRIPTION:

Under general supervision of the PPD Chief and with some latitude for the exercise of independent judgement, serves as head of the section or other unit of reorganization of the same import, engaged in moderately responsible work pertaining to management of information platforms/ infrastructures in the Department, requiring training, some experience and broad knowledge of systems maintenance and administration, and does other related tasks from time to time.

Job Outputs:

1. Configured Operating System (OS) and application systems
2. Deployed applications and new scripts for existing ones
3. Updated and "patched" OS and application systems
4. 90% uptime of all application system
5. Server performance maintenance
6. Back up files of the configured OS and system application

Functions and Responsibilities:

1. Administer, manage and maintain Server and Systems:
 - a. Configures the servers' Operating System (OS) and application system depending on the needs of the development team on newly developed application systems.

- b. Performs the configuration of application systems needed in the server depending on what the development team needs.
 - c. Patches and updated the OS and application systems, as well as upgrade administrative tools and utilities. Configure/ add new services as necessary.
 - d. Install new/ rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/ operational requirements.
 - e. Performa daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled.
 - f. Perform regular security monitoring to identify any possible intrusions.
 - g. Performa daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.
 - h. Perform regular file archival and purge as necessary.
 - i. Create, change, and delete user accounts per request.
 - j. Provide Tier III/ other support per request from various constituencies. Investigate and troubleshoot issues.
 - k. Repair and recover from hardware or software failures. Coordinate and communicate with affected constituencies.
2. Install and configure supporting ICT equipment and services;
 3. Develop and maintain installation and configuration procedures;
 4. Contribute to and maintain system standards;
 5. Research and recommend innovative, and where possible automated approaches for system administration tasks. Identify approaches that leverage our resources and provide economies of scale;
 6. Perform periodic performance reporting to support capacity planning;
 7. Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions as required;
 8. Perform other related tasks as may be assigned by the supervisor.

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

● Education (E)	20%
● Training (T)	15%
● Experience (E)	25%
● Initial Qualifying Test (IQT)	5%
● Special Exam (Technical)	20%
● Competency-Based Interview	10%
● IPCR or any related Performance Assessment/Review	5%
Total	100%

Initial Shortlisting: Obtain 75% or 45 points of the maximum total score of the ETE
Second Shortlisting: Top five (5) highest rating but overall rating should not be less than 80%

Interested and qualified applicants may submit their application through <https://caraga-iris.dswd.gov.ph>, with the complete scanned copies of the following documents below **on or before 06 July 2023**.

1. Application letter addressed to Regional Director Mari-Flor A. Dollaga-Libang;
2. .PDF file of duly filled out notarized **Personal Data Sheet** with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 which can be downloaded at <https://tinyurl.com/cscform212r2017>);
3. .PDF file of duly filled out **Work Experience Sheet** which can be downloaded at <https://tinyurl.com/cscform212r2017>;
4. Authenticated copy of Transcript of Records or equivalent;
5. Authenticated copy of certificate of eligibility/rating/license;
6. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
7. Copy of duly signed Individual Performance Contract Rating/Summary of Rating Performance Contract Assessment or equivalent.

*******IMPORTANT REMINDERS*******

- a. All applications shall **ONLY** be submitted through the above-mentioned link.
- b. Files should be in a PDF/PNG/JPEG (ensure that it is clear and readable). If you have multiple pages/photos for one requirement, you may use this link (<https://combinepdf.com/>) for combining documents.
- c. Requests for extension of submission and application with incomplete documents shall not be entertained.
- d. All communications pertaining to your application shall be sent via e-mail.

All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, region, 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.

For inquiries, please call Human Resource Planning and Performance Management Section through the telephone number (085) 303-8620 local 114 or send us your queries through <https://caraga-iris.dswd.gov.ph>.


GENELYN P. MARTURILLAS
Administrative Officer V
Human Resource Planning and Performance Management Section