

Date: **07 FEBRUARY 2024**

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: Sustainable Livelihood Program

PROJECT DEVELOPMENT OFFICER II (Regional System Data Analyst)

Item number : N/A
Compensation : SG 15 (Php 36,619.00)
Place of Assignment: Within Region Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Information Technology, Computer Science, or any computer-related course

Training : At least four (4) hours of relevant training in Programming/System Development/Networking/Software

Experience : One (1) year of relevant experience in the management of ICT networks, applications, infrastructure, service, data, security and administration, project monitoring and evaluation

Eligibility : None Required

Skills : Knowledgeable in:

- PHP, MySQL, LARAVEL Framework, Xampp, HTML, CSS and JavaScript;
- MS Office such as Excel, Word, PowerPoint, etc.;
- Networking

JOB DESCRIPTION:

Under the supervision and following detailed rules and procedures, the Systems Data Analyst (SDA) is responsible for the overall implementation and provision of technical assistance on the use of the information technology systems of the Sustainable Livelihood Program. Further, the SDA shall provide support to the Regional Monitoring and Evaluation Officer for Operations (RMEO) on the consolidation, validation, generation, and management of the submitted databases from the provincial offices and provision of technical assistance on monitoring and evaluation at the regional and provincial levels.

Statement of Duties and Responsibilities:

The Systems Data Analyst will deliver various contributions to the following areas:

1. Maintenance of SLP Information Systems:

- Consolidate and secure all SLP baseline, monitoring, and assessment databases across the regional office;
- Monitor and assist to ensure that all IT systems and projects cascaded by the national program management office are implemented at the regional, provincial, and municipality/city levels;
- Identify, design, and implement internal process improvements;
- Optimize data delivery and provide recommendations to re-design infrastructure, if necessary;
- Acquire data from different SLP IT systems and generate necessary reports as required and requested by the RPMO and NPMO;
- Provide technical assistance through troubleshooting all error encountered on installation, updating, and maintaining the IT systems at the provincial and LGU level;
- Validate databases submitted by the provincial level in terms of completeness and accuracy of the information prior to consolidation and submission to the Regional Monitoring and Evaluation for Operations (RMEO);
- Assist the RMEO in providing technical assistance in relation to monitoring and evaluation, and IT concerns at the provincial and municipal/city levels;
- Work with SLP National Program Management Office and other functional teams to assist with data-related technical issues and support their data infrastructure needs.

2. Coordinate with the Information and Communication Technology Section (ICTS):

- Contribute to and maintain systems standards;

3. Perform other tasks related to monitoring and evaluation, and IT works

whenever necessary such as, but not limited to:

- Assist in the conduct of program assessment/studies related to the program, if any; and
- IT support during the conduct of online and face-to-face learning and development activities and meetings.

4. Provide technical assistance and coaching to other SLP field office staff related to data privacy compliance, data processing, data management, data analysis, and report generation;

5. Coordinate with the SLP Social Marketing Officer for the presentation and dissemination of reports on physical accomplishments for information management;

Job Outputs:

1. Provide feedback and coordinate with the SLP NPMO IT Section with regards to maintenance, troubleshooting events in the existing IT systems of the program.
2. Utilization and provision of assistance in the use of Offline Monitoring and Assessment System (OMAS), Offline Baseline System (OBS), LAG Utilization and Monitoring Information System (LAG IS), Grievance and Referral Management System (GRMS), SLP Information System and other information technology systems developed by the SLP-NPMO;
3. Assist in the consolidation and validation of the regional databases/ reports submitted by the Provincial Coordinator and Provincial M&E Officers;

4. Assist in the conduct of spot-checks, provision of program implementation guidelines related to monitoring and evaluation, and use of information technology systems;
5. Resolve issues and concerns raised by the users of the information technology systems, directly coordinate with the SLP - NPMO Information Technology Unit;
6. Participate in all activities of the SLP-NPMO IT Unit re: systems development, review, and enhancements, as necessary;
7. Requests for Name Matching of the SLP targets facilitated;
8. Assist the RMEO in all reports and monitoring and evaluation activities conducted at the RPMO level; and
9. Complete all tasks assigned by the Supervisor.

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

• Education (E)	25%
• Training (T)	10%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	10%
• Special Exam (Technical)	15%
• 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 ETE

Second Shortlisting: Top Five Highest rating but overall rating should not 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 FEBRUARY 17, 2024.**

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 *(if applicable)*;
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 *(if with work experience)*.

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

- a. All applications shall **ONLY** be submitted through the above-mentioned link.

- a. 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.
- b. Requests for extension of submission and application with incomplete documents shall not be entertained.
- c. All communications pertaining to your application shall be sent via text/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