

Date: **18 JULY 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 **Contract of Service** position with details as follows:

Office: POLICY AND PLANS DIVISION

INFORMATION TECHNOLOGY OFFICER I

Item number : N/A
Designation : Cybersecurity Professional
Compensation : SG 19 (Php 51,357.00)
Place of Assignment: DSWD Field Office Caraga-RICTMS

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Information Technology, Computer Science or any related field
Training : At least eight (8) hours of relevant training
Experience : More than three (3) years of experience as a cybersecurity professional
Eligibility : None required

JOB DESCRIPTION:

The Information Technology Officer I shall perform the functions of a Cybersecurity Professional who shall be responsible for ensuring the security, integrity and confidentiality of the digital solutions developed by the DSWD's Digital Transformation (DX) Team. This includes designing, implementing and maintaining robust security measures, monitoring for potential threats and collaborating with various stakeholders to improve the organization's cybersecurity posture continuously. The Cybersecurity Professional plays a critical role in the organization's digital transformation efforts by protecting sensitive information, systems and services from the cyber threats, ultimately benefiting millions of Filipinos and fostering a more resilient and connected society.

Primary Tasks:

1. Develop, implement and maintain comprehensive cybersecurity strategies, policies and procedures in line with industry best practices and regulatory requirements;
2. Identify, assess and manage potential cybersecurity risks and vulnerabilities in the organization's digital solutions, infrastructure and processes;
3. Design, configure and deploy security measure such as firewalls, intrusion detection system, encryption tools and access controls to protect sensitive information and systems;
4. Monitor and analyze network traffic, logs and security events to detect and respond to potential threats and incidents promptly;
5. Conduct regular security assessments, audits and penetration tests to evaluate the effectiveness of the organization's cybersecurity measures and identify areas for improvement;
6. Collaborate with the development team and stakeholders to ensure that software applications and systems are designed and implemented with security in mind;
7. Develop and deliver cybersecurity awareness and training programs for staff to promote a strong security culture within the organization and

- 8. Stay up-to-date with emerging trends, tools and technologies in cybersecurity to maintain the organization's competitive edge and ensure compliance with evolving regulatory requirements.

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%
• 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 JULY 26, 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.
- 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 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 & Performance Management Section - Head