

ANTI-RED TAPE AUTHORITY
Publication of Contract of Service Positions

No.	Position Title / Vacancy	Salary Grade	Monthly Salary	Terms of Reference		Place of Assignment
				Qualification Standards	Duties and Responsibilities / Functions	
1.	ATTORNEY III Vacancy - 2	21	PHP69,366.00	<ol style="list-style-type: none"> 1. With RA 1080 Eligibility 2. Must be a graduate of Bachelor of Laws or Juris Doctor <input type="checkbox"/> Must have good analytical, oral, and written communication skills; 3. Must have the ability to work well in a multi-disciplinary team and relate well in diverse range of stakeholders at local and national levels; 4. Must have basic to advanced working knowledge of online work platforms/software such as but not limited to Office 365, Zoom, GSuite, Microsoft Teams, etc. 5. Can handle pressure and deliver within given timelines; 6. Can work with minimal supervision and with high initiative; 7. Strong initiative and can work with minimum supervision; 8. Must be willing to work beyond business hours, as may be required; 9. Work experience of at least 1 year in government office or private company with at least four (4) hours of relevant training. 	<ol style="list-style-type: none"> 1. Responsible for the coordination of assigned programs, projects, and activities relative to the implementation of RA 11032 which shall include: 2. Assists the Head of Office and/or Director on the review of existing laws, issuances, studies, and other legal matters affecting interpretations and administration of laws relative to doing business and regulatory reforms; 3. Undertake research and analysis on economic, social, regulatory and environmental settings and/or business and commercial environments that relate to public policy, doing business, and regulatory reforms; 4. Prepare reports and technical papers as may be required; 5. Prepare draft reply or referral on cases and complaints filed before ARTA; 6. Conducts legal studies in connection with cases or matters referred to or being handled by the Office; 7. Assist and in the preparation of Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU) and other similar accords with other government agencies implementing executive and other administrative issuances. 8. Secure and observe confidentiality on sensitive issues, information, documents, and materials 	Office of Deputy Director General for Operations

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					<p>relative to the programs and projects, until clearance is given for public use;</p> <p>9. Participate and support office activities;</p> <p>10. Performs other tasks assigned in pursuit of the project objectives from time to time.</p>	
2.	Program Officer Vacancy - 4	15	Php36,637.00	<ol style="list-style-type: none"> 1. Bachelor's Degree relevant to the job, preferably graduate of Social Sciences, Economics, Political Science, Public Administration, International Relations, Statistics, or other relevant fields; 2. One (1) year work experience relating to research, policy review and analysis, and program implementation; 3. With good analytical, oral, and written communication skills; 4. Can handle pressure and deliver within given timelines; and 5. Has strong initiative and can work with minimum supervision. 	<ol style="list-style-type: none"> 1. Assist in developing tools and other research instruments needed in the regulatory mapping of covered sectors; 2. Assist in the review, audit, and stocktaking of regulations per sector 3. Recommend strategies to mainstream regulatory mapping in regulatory review and PBRIS process flow; 4. Coordinate with other agencies as necessary; 5. Provide administrative and logistical support as needed; and 6. Perform other related tasks as may be directed by the supervisors. 	Better Regulations Office - Sectoral
3.	Program Officer Vacancy - 5	15	Php36,637.00	<ol style="list-style-type: none"> 1. Bachelor's Degree relevant to the job, preferably a graduate of Social Sciences, Political Science, Public Administration, International Relations, Statistics, or other relevant fields; 2. Fresh graduates may apply provided they have experience and interest in research, program implementation, monitoring and evaluation; 3. With good analytical, oral, and written communication skills; 4. Can work well in a multi-disciplinary team and relate well in diverse range of stakeholders; 5. Can handle pressure and deliver within given timelines; and 	<ol style="list-style-type: none"> 1. Assist in the implementation strategies of various Ease of Doing Business and antired tape reform initiatives to improve competitiveness performance of the country; 2. Provide technical support to the implementation of RA11032; 3. Prepare initial drafts on concept notes, position papers, evaluation and recommendations, letters and correspondences within and outside the Authority; 4. Conduct study / research (desk or field) on benchmarking of regulatory oversight agencies and overall ease of doing business; 	Better Regulations Office – Doing Business Division

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				<p>6. Strong initiative and can work with minimum supervision</p>	<p>5. Assist in the negotiation, co-development, and coordination of technical assistance activities of various development partners;</p> <p>6. Organize interagency meetings as needed;</p> <p>7. Provide support in the documentation (minutes, photo, video) of data collection methods (i.e., meetings, workshops, interviews, participants observation) employed;</p> <p>8. Build and safeguard the database of all research findings;</p> <p>9. Provide administrative and logistical support as needed; and</p> <p>10. Perform other related tasks as may be directed by the supervisors and/or management.</p>	
4.	Program Officer Vacancy - 1	15	Php36,637.00	<p>1. Must be a Degree holder in Communications, Public Administration, Political Science, or other relevant fields;</p> <p>2. Must have relevant experience in organizing online meetings and administrative works</p> <p>3. Must have good analytical, oral, and written communication skills;</p> <p>4. Must have the ability to work well in a multi-disciplinary team and relate well in diverse range of stakeholders at local and national levels;</p> <p>5. Must have basic to advanced working knowledge of online work platforms/software such as but not limited to Office 365, Zoom, GSuite, Microsoft Teams, etc.</p> <p>6. Can handle pressure and deliver within given timelines;</p> <p>7. Can work with minimal supervision and with high initiative;</p>	<p>1. Assists in the review of existing laws, issuances, studies, and other relevant documents that will facilitate the implementation of RA 11032;</p> <p>2. Assists in the conduct of research studies and analysis related to the initiatives and projects handled by the Office</p> <p>3. Assists the Operations Group in coordinating meetings with partner agencies;</p> <p>4. Prepare reports and technical papers as may be required;</p> <p>5. Ensures timely submission of reports and other reportorial requirements;</p> <p>6. Provide administrative and technical support (e.g. Minutes of Meeting, Records Management, etc.)</p> <p>7. Perform other related tasks as may be directed by the supervisors and/or management.</p>	Office of Deputy Director General for Operations

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				<ul style="list-style-type: none"> 8. Strong initiative and can work with minimum supervision; 9. Must be willing to work beyond business hours, as may be required; 10. Work experience of at least 1 year in government office or private company. 		
5.	Program Officer Vacancy - 1	15	Php36,637.00	<ul style="list-style-type: none"> 1. Must be a Degree holder in Economics, Public Policy, Political Economy, Supply Chain Management, Communication and other relevant fields; 2. Must have relevant experience in organizing online meetings and administrative works 3. Must have good analytical, oral, and written communication skills; 4. Must have the ability to work well in a multi-disciplinary team and relate well in diverse range of stakeholders at local and national levels; 5. Must have basic to advanced working knowledge of online work platforms/software such as but not limited to Office 365, Zoom, GSuite, Microsoft Teams, etc. 6. Can handle pressure and deliver within given timelines; 7. Strong initiative and can work with minimum supervision; 8. Work experience of at least 1 year in government office or private company. 	<ul style="list-style-type: none"> 1. Assists in the review of existing laws, issuances, studies, and other relevant documents that will facilitate the implementation of RA 11032; 2. Provide research and analysis on economic, social, regulatory and environmental settings; and/or business and commercial environments that relate to public policy; 3. Assists in the conduct of research studies and analysis related to Logistics and Transportation Sector 4. Assists the Program NEHEMIA - Logistics Secretariat in coordinating meetings with partner agencies 5. Assists the Project Development Officers in the coordination/organization of interagency and intra agency meetings 6. Prepare reports and technical papers as may be required; 7. Ensures timely submission of reports and other reportorial requirements; 8. Provides administrative and technical support relevant to the function of the Division (e.g. Minutes of Meeting, Records Management, etc.) 9. Perform other related tasks as may be directed by the supervisors and/or management. 	Better Regulations Office – Division C

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6.	IT Officer Vacancy - 1	15	Php36,637.00	<ol style="list-style-type: none"> 1. Must be a Degree holder on Information Technology, Computer Science/Computer Engineering, or other relevant fields; 2. Full stack developer using open-source technologies such as Windows and Linux based operating systems, Javascript frameworks (React, Alpine, Vue, etc.), PHP based frameworks (Laravel, Livewire), Databases (MySQL, PostGRE, MongoDB), Web server (NGINX and Apache), and Graph/Chart API; 3. Knowledge on security concerns and best practices; 4. Must have relevant experience on online database creation and management, systems configuration, management and maintenance; 5. Must have good analytical, oral, and written communication skills; 6. Must have the ability to work well in a multi-disciplinary team and relate well in diverse range of stakeholders at local and national levels; 7. Can handle pressure and deliver within given timelines; 8. Strong initiative and can work with minimum supervision; 9. Work experience of at least 1 year as an Information Technology Specialist and/or System Developer; and 10. Willing to travel for the national roll-out 	<ol style="list-style-type: none"> 1. Perform research and analysis deemed necessary for the system development and implementation; 2. Enhance the process workflow and interface of the Unified Logistics Pass (ULP), as needed; 3. Manage, maintain and monitor the database management system in relation to the ULP; 4. Assist the Secretariat on the development of the ULP and corresponding tasks; 5. Assist the Secretariat in coordinating with partner developers for the system; 6. Support the ICT Unit of ARTA when necessary; 7. Perform other related tasks as may be directed by the supervisors and/or management. 	Better Regulations Office – Division C
7.	Program Officer Vacancy - 1	15	Php36,637.00	<ol style="list-style-type: none"> 1. Bachelor's Degree relevant to the job, preferably graduate of Social Sciences, Economics, Political Science, Public Administration or other relevant fields; 	<ol style="list-style-type: none"> 1. Work closely and coordinate with the NEHEMIA Energy Sector Secretariat 2. Provide assistance to the Secretariat in coordinating with various relevant national government agencies and other key stakeholders; 	NEHEMIA – Energy Sector

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				<ol style="list-style-type: none"> 2. One (1) year work experience relating to research, policy formulation and review, and program implementation; 3. Must have good analytical, oral, and written communication skills; 4. Must have the ability to work well in a multi-disciplinary team and relate well in diverse range of stakeholders at local and national levels; 5. Can handle pressure and deliver within given timelines; 6. Has strong initiative and can work with minimum supervision. 	<ol style="list-style-type: none"> 3. Prepare, draft and finalize the Concept Note, Memorandum Circular, Administrative Order, or any other document/s, as needed, in support of the expected output of the Program; 4. Take down minutes/highlights in all meetings related to NEHEMIA Energy Sector; 5. Perform research and/or analysis to enhance processes within the sector; 6. Maintain a database of the members of the DOE-ARTA TWG and/or ETG; 7. Assist the Secretariat in the conduct of meetings, orientations, and other activities; 8. Manage, maintain, and monitor the NEHEMIA Energy Sector database; and 9. Perform any other energy-related tasks as may be directed by the supervisors and/or the management 	
8.	Program Officer Vacancy - 1	15	Php36,637.00	<ol style="list-style-type: none"> 1. Bachelor's Degree relevant to the job, preferably a graduate of Social Sciences, Economics, Political Science, Public Administration or other relevant fields; 2. One (1) year work experience relating to research, policy formulation and review, and program implementation; 3. Relevant work experience in the information and communications technology industry is preferred but not required; 4. Proficient in Microsoft Word, Excel, and PowerPoint; 5. Good analytical, oral, and written communication skills; 6. Able to work well in a multi-disciplinary team and relate well in diverse range of stakeholders at local and national levels; 	<ol style="list-style-type: none"> 1. Work closely and coordinate with the member-agencies of the NEHEMIA Telco Oversight Committee on PTTI Permit Reforms, Secretariat, and Technical Working Group (TWG); 2. Coordinate with various other relevant national government agencies, local government units, and private stakeholders; 3. Prepare, draft, and finalize the Concept Note/Meeting Profile and Notice of Meeting for every meeting or activity of the ARTA PMT for NEHEMIA Telco; 4. Assist in the preparation, drafting, and finalization of Memorandum Circulars, Administrative Orders, or and other document/s, as needed, in support of the expected output of the NEHEMIA Telco Program; 5. Monitor and respond to the queries and other correspondences received by the ARTA PMT for NEHEMIA Telco through its email 	NEHEMIA – TELCO Sector

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				<ul style="list-style-type: none"> 7. Able to work under pressure and deliver within given timelines; and 8. Exhibit strong initiative and deliver work with minimum supervision. 	<ul style="list-style-type: none"> (PaspasTowers@arta.gov.ph) and those received through regular mail; 6. Prepare minutes/highlights in all meetings related to the NEHEMIA Telco Program; 7. Prepare reports and presentations for the report; 8. Perform research and/or analysis to aid in the reengineering and streamlining of government processes involved in the NEHEMIA Telco Sector; 9. Maintain a database of the member-agencies of the Oversight Committee on PTTI Permit Reforms, Technical Working Group (TWG), Private Stakeholders, and other relevant agencies or offices; 10. Assist in the conduct of meetings, orientations, and other activities; 11. Manage, maintain, and monitor the NEHEMIA Telco Sector database; and 12. Perform such other NEHEMIA Telco tasks as may be directed by the supervisors and/or the management. 	
9.	Communications Officer / Graphic Designer Vacancy - 1	15	Php36,637.00	<ul style="list-style-type: none"> 1. Must be a Degree holder in Communication, Graphic Designing, Multi-Media Arts, Advertising, and other relevant fields; 2. Must have good analytical, oral, and written communication skills; 3. Must have the ability to work well in a multi-disciplinary team and relate well in diverse range of stakeholders at local and national levels; 4. Must have basic to advanced working knowledge of online work platforms/software such as but not limited to Office 365, Zoom, GSuite, Microsoft Teams, Adobe Creative Suite (e.g. Premiere Pro, After Effects, Photoshop, ect.) video/film making, etc. 5. Can handle pressure and deliver within given timelines; 	<p>Responsible for the overall coordination of the assigned programs, projects and activities assigned to the ARTA Graphic Artist and Videographer:</p> <ul style="list-style-type: none"> 1. Develop and produce IEC materials including static images, gifs, motion graphics, and videos; 2. Coordinate research and gather data/information needed for the preparation of information, education, and communication materials; 3. Prepare briefers, scripts, talking points, and other needs for IEC materials; 4. Implement branding across materials, channels and media; 5. Create and update social media cards, slide layout templates, reporting layout templates, etc.; 	Better Regulations Office – Division C

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				<ul style="list-style-type: none"> 6. Strong initiative and can work with minimum supervision; 7. With at least one (1) year of professional experience in the industry, specifically in the areas of advertising, graphic design, production, creative writing and dealing with the media, and other related fields; and 8. Must have handled and completed projects with at least one (1) government agency in the areas of advertising, graphic design, creative writing, media production, and other related fields. 9. Must present a 2-3 Sample of Past Works/Outputs (e.g. Presentations, Graphics, Videos, etc.) 10. Must submit Application letter with attached CV/Resume 	<ul style="list-style-type: none"> 6. Editing of short movies and video clips used in public communication and for internal use; 7. Ensure proper formatting and layout of presentations and communication materials; 8. Uploading and updating presentations in websites and other platforms; Special projects as required; 9. Plans, films, and edits videos that could be used for a variety of projects 10. Perform other tasks assigned in pursuit of the objectives of the ARTA Communication Plan. 	