

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	Responsibilities / Deliverables	
1.	Administrative / IT Officer Vacancy -1	11	Php 24,905.00	<ol style="list-style-type: none"> 1. Must be a degree holder on Information Technology, Computer Science/Computer Engineering, or other relevant fields; 2. Proficient in Office365 Applications (OneDrive, SharePoint, Excel, MS Teams, PowerApps, Flow) 3. Must have relevant experience on online database creation and management 4. Must have good analytical, oral, and written communication skills; 5. 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; 6. Can handle pressure and deliver within given timelines; 7. Strong initiative and can work with minimum supervision; 	<ul style="list-style-type: none"> ➤ Conduct research and analysis on the Division's front-end and back-end coding and work processes. ➤ Conducts legal studies in connection with cases or matters referred to or being handled by the Office in connection with non-compliance to ARTA's NEHEMIA, DB and Regulatory Reforms. ➤ Proposed enhancements to the Division's existing internal system for a more efficient and effective workflow process ➤ Manage, maintain, and monitor the Division's data management. ➤ Assist the division in automating its processes. ➤ Responsible for case tracking from receipt to release of the case. ➤ Handle administrative matters for the division, such as announcements, monitoring of payroll document submissions, a calendar of activities, and preparing documents for the conduct of field investigations, such as travel orders, itineraries vehicle reservations, and expense reimbursement, among other things. ➤ Manage the division's case monitoring. ➤ Responsible for uploading case documents to the e-folder, manage the case inventories, and ensuring the accuracy of the upload and other information. ➤ Participate in division's activities and projects ➤ Provide support and assistance in the NEHEMIA Sectors as member of the secretariat and perform tasks as may be assigned in its implementation and monitoring, coordination, and communication with member agencies; and all other tasks as may be assigned by the Head of the Sector ➤ Secure and observe confidentiality on sensitive issues, information, documents, and materials relative to the programs and projects, until clearance is given for public use 	Investigation and Enforcement Division

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					<ul style="list-style-type: none"> ➤ Perform other related tasks as may be assigned from time to time by the IED Division Chief. 	

Kung ikaw ay kwalipikado at interesado, gawin ang mga sumusunod:

- 1) Sagutan ang [COS Online Application](#).
- 2) Mag-upload ng mga sumusunod na dokumento sa parehong link bago mag Oktubre 25, 2021:
 - a) Application letter
 - b) Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and work experience sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
 - c) Copy of training certificates and
 - d) Copy of Transcript of Records.