

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 / Expected Output	
1.	Program Officer / Vacancy – 1	22	PHP78,383.00	<ol style="list-style-type: none"> 1. Bachelor's Degree relevant to the job, preferably graduate of Social Sciences, Economics, Political Science, Political Economy, Public Administration, Statistics, or other relevant fields; 2. Units leading to a graduate degree (MA or PhD) is not required but will be an added advantage; 3. Three (3) years work experience preferably in the field of research and technical writing including research design, designing and operationalizing a framework, methodology, policy review and analysis, and program implementation; 4. Have sufficient knowledge on quantitative and qualitative methods and tools; 5. With good analytical, oral, and written communication skills; 6. Can handle pressure and deliver within given timelines; and, 7. Has strong initiative and can work with minimum supervision. 	<p>DUTIES AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Conduct further research (literature review) as to the applicability and feasibility of anchoring the localized DB Report to the PGRP and RCS; 2. Craft a proposed methodology for the localized EODB Report, scoring per indicator, and other strategies as may be needed in the proper implementation of the project; 3. Devise a monitoring and evaluation scheme/framework to ensure an evidence-based evaluation of the country's competitiveness based on the performance of NGAs; and, 4. Perform other necessary tasks related to the project, as may be assigned/requested <p>EXPECTED OUTPUT</p> <p>Towards the end of the contract, the following outputs are expected to be delivered:</p> <ul style="list-style-type: none"> • A theoretically sound and informed methodology in the assessment and scoring per indicator for the localized EODB Report more specifically on the sound regulatory environment component. 	<p>Better Regulations Office-Doing Business Division</p>

No.	Position Title / Vacancy	Salary Grade	Monthly Salary	Terms of Reference		Place of Assignment
				Qualification Standards	Responsibilities / Expected Output	
2.	Program Officer / Vacancy – 1	22	PHP78,383.00	<ol style="list-style-type: none"> 1. Bachelor's Degree relevant to the job, preferably graduate of Industrial Engineering, Business Management or other related fields; 2. Registered and a practicing Industrial Engineer is preferred but not required. 3. Three (3) years work experience preferably in the field of business process mapping, management, and analysis, process reengineering, process improvement, etc. 4. Have sufficient knowledge on quantitative and qualitative methods and tools; 5. With good analytical, oral, and written communication skills; 6. Can handle pressure and deliver within given timelines; and, 7. Has strong initiative and can work with minimum supervision. 	<p>DUTIES AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Conduct a business process analysis of the business-related services and processes of the government (from starting to closing a business); 2. Recommend strategies and techniques in improving the processes of the government in relation to the lifecycle of a business; 3. Coordinate and collaborate with relevant government agencies as necessary for the completion of the project (e.g. data gathering, etc.); and, 4. Perform other necessary tasks related to the project, as may be assigned/requested. <p>EXPECTED OUTPUT</p> <p>Towards the end of the contract, the following output/s are expected to be delivered:</p> <ul style="list-style-type: none"> • A completely mapped business-related processes of the government from starting to closing a business, with identified points for improvement, recommended strategies and techniques in addressing the issues 	Better Regulations Office-Doing Business Division

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

- 1) Sagutan ang [Online Recruitment Form](#).
- 2) Mag-upload ng mga sumusunod na dokumento sa parehong link bago mag Nobyembre 10, 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.