

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.	Creative Specialist II Vacancy -2	18	PHP48,764.00	<ol style="list-style-type: none"> 1. University degree in any relevant field 2. At least 1 yearsof relevant work experience 3. At least 4 hours of relevant training (preferably with training on data comprehension and analysis on information repository sets and other relevant data systems) 4. Proven work experiences as a visual content creator, animator, or similar role 5. Overall good design instincts with excellent photo and video editing, illustration, and layout skills 6. Work flexibility 7. Ability to balance multiple work streams 8. Ability to work under tight deadlines 	<p>RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Create videos and other audio-visual materials for Operations projects; 2. Prepare animated video templates; 3. Produce illustrations, diagrams, icons, and graphic elements intended for animated video production and aligned with the visual identity of ARTA campaigns; 4. Take the lead in facilitating in-house video shoots and production; 5. Facilitate post-production of video outputs, including editing, post-processing, and rendering; 6. Assist in the creation of regular content for ARTA; 7. Assist in the strategic development of branding and marketing plans for project promotion and communication campaigns; 8. Coordinate with requesting offices on terms and needs of campaigns and projects; and 9. Provide other technical deliverables as directed by the Division Chief. 	Office of Deputy Director General for Operations

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					<p>DELIVERABLES</p> <ol style="list-style-type: none"> 1. Audiovisual materials/animated videos for the Authority's campaigns and projects (at least 4 videos a month) 2. Illustrations and motion graphics (if necessary) 3. Communication packages (containing rendered video materials) and video templates for various projects and engagements 4. A repository of soft copies and editable formats of all communication materials produced 	
2.	Program Officer / Vacancy - 4	18	PHP48,764.00	<ol style="list-style-type: none"> 1. Bachelor's Degree relevant to the job, preferably a graduate of Social Sciences, Political Science, Public Administration, Statistics, or other relevant fields; 2. At least 1 year experience in conducting surveys (face to face interviews) 3. At least 1 year experience in Data Analysis (creating data tables, analysis, and reports) 4. At least 1 year experience in policy formulation and analysis 5. At least 8 hours of relevant training (preferably with training on data comprehension and analysis on information repository sets and other relevant data systems) 6. With good analytical, oral, and written communication skills; 7. Must be well versed in using data analysis programs (excel, SQL, data entry programs, and other similar programs) 	<ol style="list-style-type: none"> 1. Collect primary and secondary data and information based on different data gathering methods aligned with the developed RCS tool; 2. Coordinate with representatives of the government agencies for the conduct of on-site and online RCS; 3. Conduct field surveys and interviews for the transacting public, and focus group discussions for officials and employees of government agencies; 4. Provide support in the documentation (minutes, photo, video) of data collection methods (i.e., meetings, workshops, interviews, participants observation) employed; 5. Build and safeguard the database of all fieldwork and research findings; 6. Assist in the analysis of data, drafting of reports, and policy recommendations 7. Assist in modifying the monitoring tools, questionnaires, and other research instruments aligned with the developed RCS tool, if needed; 	Compliance Monitoring and Evaluation Office

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				<ul style="list-style-type: none"> 8. Can work well in a multi-disciplinary team and relate well in diverse range of stakeholders; 9. Can handle pressure and deliver within given timelines; 10. With strong initiative and can work with minimum supervision; and 11. Willing to travel within and outside Metro Manila 	<ul style="list-style-type: none"> 8. Assist in the development of a comprehensive Rewards program for government agencies that showed exemplary performance and/or initiatives based on the results of the administered RCS; 9. Prepare draft issuances related to CSM and RAI, such as concept notes and guidelines; 10. Assist in activities related to the CSM such as conceptualization/development of the CSM with the CSM technical working group and creation of the CSM JMC; 11. Assist in the conduct of inter-agency coordination meetings; 12. Provide administrative and logistical support as needed; and 13. Perform other related tasks deemed necessary by the supervisors and/or management. 	
3.	Program Officer / Vacancy - 2	SG22	PHP78,383.00	<ul style="list-style-type: none"> 1. Bachelor's Degree relevant to the job, preferably a graduate of Economics, Public Administration, International Relations, Statistics, or other relevant fields from a reputable school/university; 2. Three (3) years of relevant work experience relating to research, policy review and analysis, impact assessment, public administration, legal, regulation management and/or program implementation; 3. 16 hours of relevant training; 4. With good analytical, oral, and written communication skills; 5. Can handle pressure and deliver within given timelines; and 6. Has strong initiative and can work with minimum supervision 	<ul style="list-style-type: none"> 1. Conduct initial comparative study and review on existing policies and other related documents of economies with established Regulatory Management System (RMS), including international best practices and published literatures, that can serve as references for the formulation of the National Policy on RMS (NPRMS) and the development of the Guidelines for the Review and Evaluation of Impact Assessments; 2. Prepare and submit, for consideration and approval of the Office of the Deputy Director-General for Operations (ODDGO) of ARTA, the draft Work Program for the formulation of the NPRMS; 3. Review the RIA Manual (e.g., conduct SWOT Analysis, etc.) and submit comments and recommendations for improvements thereof; 4. Draft and present to the ODDGO the Guidelines for the Review and Evaluation of Impact Assessments that shall serve as the reference document of ARTA in the 	Better Regulations Office

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					review of submitted Preliminary Impact Statements and Regulatory Impact Statements; 5. Prepare the program for the capacity-building of BRO-S technical personnel relative to the Guidelines to be developed; 6. Work closely and coordinate with BRO-S relative to the delivery of the expected outputs; and 7. Perform other related tasks as may be directed by the supervisor/s.	

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 05, 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.