

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.	Program Officer Vacancy - 3	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
2.	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; 	<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

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				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		

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 Nobyembre 09, 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.