

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	
1.	Program Officer Vacancy – 1 (3 Months Contract: Feb – May 2022)	SG18	Php48,764.00	<ul style="list-style-type: none"> • Bachelor’s Degree relevant to the job, preferably a graduate of Social Sciences, Political Science, Public Administration, Statistics, or other relevant fields • At least 1 year experience in conducting surveys (face-to-face interviews) • At least 1 year experience in Data Analysis (creating data tables, analysis, and reports) • At least 1 year experience in policy formulation and analysis • At least 8 hours of relevant training (preferably with training on data comprehension and analysis on information repository sets and other relevant data systems) • With good analytical, oral, and written communication skills • Must be well versed in using data analysis programs (excel, SQL, data entry programs, and other similar programs) • Can work well in a multi-disciplinary team and relate well in diverse range of stakeholders • Can handle pressure and deliver within given timelines • With strong initiative and can work with minimum supervision • Willing to travel within and outside Metro Manila 	<ul style="list-style-type: none"> • Collect primary and secondary data relevant to the following: <ul style="list-style-type: none"> ➤ conceptualization/development of the CSM such as research on similar programs, development of the CSM Questionnaire, consultation with government agencies, and development of harmonized CSM policies in government service ➤ development of a comprehensive Rewards program, including framework and Guidelines, for government agencies that showed exemplary performance and/or initiatives based on the results of the administered RCS; ➤ on the Awarding Programs of other countries/offices that may be used as benchmark in drafting the Awards Program of the Authority; ➤ on the set of validation criteria to be used by the awarding panelists in finalizing the list of awardees • Provide technical assistance in the analysis of data, drafting of reports, policy recommendations, draft issuances, among others related to the CSM and RAI • Assist in modifying the monitoring tools, questionnaires, and other research instruments aligned with RCS program, if needed • Provide support in the documentation (minutes, photo, video) of data collection methods (i.e., meetings, workshops, interviews, participants observation) employed • Build and safeguard the database of all fieldwork and research findings • Assist in the conduct of inter-agency coordination meetings 	Compliance Monitoring and Evaluation Office

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					<ul style="list-style-type: none"> • Provide administrative and logistical support as needed • Perform other related tasks deemed necessary by the supervisors and/or management 	
2.	Program Officer Vacancy – 2 (6 Months Contract: Feb-Aug 2022)	SG20	Php61,386.00	<ul style="list-style-type: none"> • BS/MS degree in Computer Science, Engineering, Information Technology or equivalent • With at least 3 years' experience as Full Stack Developer • Results-driven and execution-focused, motivated, and strong understanding of web development and security protocols • Ability to own outcomes and make things happen with a strong sense of urgency with eye for detail and accuracy • Strong knowledge of Object-Oriented Programming, Test-Driven Development (TDD), and Code Architecture and Coding in React Native • Experience in setting up, managing, and maintaining a database server or working with cloud services such as Google Firebase or MongoDB, etc. • Experience and knowledge in using Angular, TypeScript, Node.js, Firebase, and APIs integration from various sources • Good understanding of code versioning tools, such as Git • Proven hands-on Software Development experience • Object-oriented analysis and design using common design patterns. • Proficiency in HTML, CSS, JavaScript, and TypeScript • Some experience with development of responsive website 	<ul style="list-style-type: none"> • Act as the system designer and builder for the RCS System • Prepare functional specifications documents • Gather and document requirements and design creations which include leading (guiding and mentoring) other members of the team at times • Prepare technical designs, code development, and component test execution to demonstrate alignment to the functional specification • Design front-end and/or back-end components • Write detailed, accurate, and concise development documentation • Write well designed, testable, and efficient code • Resolve complex software problems/bugs and exercise troubleshooting and problem-solving skills • Develop APIs with complete documentation both technically and operationally • Participates in requirements analysis, architectural design, or detailed user experience • Analyze, interpret, and make decisions affecting work methods and procedures • Accurately estimate the complexity of a task as requested • Ability to effectively collaborate on projects through phone, video, and screen sharing • Contribute to all phases of the development lifecycle • Ensure designs follow specifications 	Compliance Monitoring and Evaluation Office

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				<ul style="list-style-type: none"> • Work independently with little supervision • Works within a fast-paced, dynamic environment to deliver high-quality work • In possession of necessary hardware, software, firmware, and equipment (i.e. laptop/computer) and willing to report on-sit 		

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 hanggang February 04, 2022:
 - 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.