

**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.	IT Specialist (10 Months Contract: Mar-Dec 2022)	SG18	Php48,764.00	<ul style="list-style-type: none"> <li>• Must be a degree holder on Information Technology, Computer Science/Computer Engineering, or other relevant fields;</li> <li>• 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;</li> <li>• Knowledge on security concerns and best practices;</li> <li>• Must have relevant experience on online database creation and management, systemsconfiguration, management and maintenance;</li> <li>• Must have good analytical, oral, and written communication skills;</li> <li>• Must have the ability to work well in a multi-disciplinary team and relate well in diverserange of stakeholders at local and national levels;</li> <li>• Can handle pressure and deliver within given timelines;</li> <li>• Strong initiative and can work with minimum supervision;</li> <li>• Work experience of at least 1 year as an Information Technology Specialistand/or System Developer; and</li> <li>• Willing to travel for the national roll-out of ARTEMIS</li> </ul>	<ul style="list-style-type: none"> <li>• Perform research and analysis on the front-end and back-end coding and workflow;</li> <li>• Enhance the process workflow and interface of the ARTEMIS, as needed;</li> <li>• Manage, maintain and monitor the database management system of ARTEMIS;</li> <li>• Assist the consultants on the development of ARTEMIS;</li> <li>• Digitize monitoring system(s) developed by CMEO as the need arises;</li> <li>• Go on fieldwork or travel in relation to the nationwide roll-out of ARTEMIS to helpfacilitate demonstrations and answer technical queries on the system;</li> <li>• Support the ICT Unit of ARTA when necessary;</li> <li>• Perform other related tasks as may be directed by the supervisors and/or management.</li> </ul>	Compliance Monitoring and Evaluation Office

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2.	Program Officer (10 Months Contract: Mar-Dec 2022)	SG17	Php44,307.00	<ul style="list-style-type: none"> <li>• Must be a degree holder on Information Technology, Computer Science/Computer Engineering, or other relevant fields;</li> <li>• 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;</li> <li>• Knowledge on security concerns and best practices;</li> <li>• Must have relevant experience on online database creation and management, systems configuration, management and maintenance;</li> <li>• Must have good analytical, oral, and written communication skills;</li> <li>• 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;</li> <li>• Can handle pressure and deliver within given timelines;</li> <li>• Strong initiative and can work with minimum supervision;</li> <li>• Work experience of at least 1 year as an Information Technology Specialist and/or System Developer; and</li> <li>• Willing to travel for the national roll-out of PBRIS</li> </ul>	<ul style="list-style-type: none"> <li>• Perform research and analysis on the front-end and back-end coding and workflow;</li> <li>• Enhance the process workflow and interface of the PBRIS, as needed;</li> <li>• Manage, maintain and monitor the database management system of PBRIS;</li> <li>• Assist the IT Specialist on the development of PBRIS;</li> <li>• Go on fieldwork or travel in relation to the nationwide roll-out of PBRIS to help facilitate demonstrations and answer technical queries on the system;</li> <li>• Support the ICT Unit of ARTA when necessary;</li> <li>• Perform other related tasks as may be directed by the supervisors and/or management.</li> </ul>	Compliance Monitoring and Evaluation Office

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3.	Program Officer (10 Months Contract: Mar-Dec 2022)	SG17	Php44,307.00	<ul style="list-style-type: none"> <li>• Must be a degree holder on Development Studies, Social Sciences, Economics, and/or other related courses;</li> <li>• Must have knowledge and understanding on Philippine regulations and the regulatory environment;</li> <li>• Must have good analytical, oral, and written communication skills;</li> <li>• 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;</li> <li>• Can handle pressure and deliver within given timelines;</li> <li>• Strong initiative and can work with minimum supervision;</li> <li>• Willing to travel for the national roll-out of PBRIS</li> </ul>	<ul style="list-style-type: none"> <li>• Render technical outputs in relation to the development and implementation of the PBRIS;</li> <li>• Assist in the mapping of regulations and implementation of the prioritization plan for the pilot agencies and initial inventory of regulations to be made accessible in the system;</li> <li>• Assist in the development and conduct of internal and external employee training program for the use of the system;</li> <li>• Assist in the drafting and finalization of the PBRIS User Manual;</li> <li>• Other tasks to be designated in relation to PBRIS, i.e. organizing and attendance to meetings, events, workshops, etc.</li> </ul>	Compliance Monitoring and Evaluation Office

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 May 31, 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](http://www.csc.gov.ph);
  - c) Copy of training certificates and
  - d) Copy of Transcript of Records.