Call for Applicants for the Philippine Identification System - Project Management Office (PhilSys-PMO)

Posting Date: **03 October, 2018**

The Philippine Statistics Authority needs experienced and technically capable personnel to be members of the Philippine Identification System - Project Management Office (PhilSys-PMO). Refer to the attached matrix on the list of Vacant Contract of Service Personnel and the Terms of Reference for each position title.

Applicants are required to submit the following requirements:

1. Application letter stating the specific position title;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (Civil Service Form 212, Revised 2017) with Work Experience Sheet (*refer to Guide on filling out Personal Data Sheet*);
3. Transcript of Records and Diploma;
4. Proof of CSC/PRC Eligibility;
5. Certificate of Training;
6. Certificate of Experience relevant to the position

Submit the application letter together with the requirements addressed to:

Lisa Grace S. Bersales, Ph.D.
Undersecretary
National Statistician and Civil Registrar General

Attn: **Human Resources Division**
11th Floor, Eton Cyberpod Centris One Building
Quezon Avenue cor EDSA, Quezon City

Deadline of Submission of Application: October 18, 2018

Personnel for the Philippine Identification System - Project Management Office (PhilSys-PMO)
Terms of Reference

I.   Background

The Philippine Statistics Authority (PSA) as the primary implementing agency of the Philippine Identification System will conduct a project on the development of the national identification system for 2018.

The National ID System is envisioned to introduce a national ID to all citizens and resident aliens in the Philippines that will also serve as a social and economic platform of the public and private entities in the country in providing a seamless service delivery, enhancing administrative governance, reducing corruption, strengthening financial inclusion, and promoting ease of doing business.

The implementation of NIDS has two (2) phases: 1) Pilot Phase to register the poorest of the poor, DSWD beneficiaries, IPs and senior citizens; 2) Phase 2 covers the whole population of the country.

Prior to the implementation of the pilot phase, this PhilSys Project Team expects to have the following key outputs and activities:
- a.) Undertake information campaign to promote PhilSys;
- b.) Coordinate to PhilSys consultants with regards to technical specifications of PhilSys;
- c.) Provide technical specifications in PhilSys with respect to its technical requirements (e.g. system, architecture, registration, conformance of hardware, de-duplication, and authentication)
- d.) Conduct bidding and procurement process for the PhilSys;
- e.) Carry out pilot testing on registration and ID production; and
- f.) Develop central and frontline capacity for steady state.

Hence, there is a need for experienced and technically capable personnel to man and monitor the development of the national identification system for nine (9) months starting on April to December 2018.

II.   Project Team Needed

A. One (1) Assistant Project Manager (Php58,717.00/month)
1. Assists the Project Team Leader in the development of the technical and functional specifications of software and hardware in terms of the following requirements of PhilSys;
2. Assists in the evaluation performance of the PhilSys infrastructure (hardware and software) and analysis technical developments;

3. Supervises and coordinates the work of other IT personnel within the Project Team;
4. Prepares the work plan, budget, and procurement plans pertaining to NIDS Project;
5. Conducts, evaluates and analyzes feasibility studies and researches on improvement of quality assurance processes of PhilSys;
6. Recommends plans for the training of personnel in terms of fraud and investigation, ID production and operation, and registration and biometrics capture, authentication, and other related-trainings for the PhilSys;
7. Echoes or cascades acquired knowledge from training/workshops/study visits/seminars; and
8. Performs other tasks that may be assigned by supervisor/s.

B. **Three (3) Project Team Leader (Php42,099.00/month)**
1. Supervises and coordinates the work of all personnel under his/her supervision;
2. Makes assessments and analyzes the development of PhilSys infrastructure during the installation and testing and provide recommendations;
3. Identifies and evaluates the infrastructure (software/hardware) that will meet the PhilSys requirements;
4. Provides technical assistance to the PhilSys in the context of systems development including outsourced software;
5. Prepares documentation including technical descriptions on systems testing, on the adherence to coding and programming standards, and on the validation of accompanying systems documentation and operating manuals;
6. Coordinates and conducts the orientation and training of personnel involved in systems development and systems implementation on PhilSys management principles and processes;
7. Echoes or cascades acquired knowledge from trainings/workshops/study visits/seminars; and
8. Performs other tasks that may be assigned by supervisor/s.

C. **Three (3) Assistant Project Team Leader (Php31,765.00/month)**
1. Assists in the formulation of standards and procedures for the PhilSys management during the pilot testing;
2. Implements, improves, and maintains strategies for keeping the PhilSys highly available and secure;
3. Prepares documentation and reports by collecting, analyzing and summarizing information and trends including failed processes and corrective actions;
4. Conducts system management, performance, and data security-related research pertaining to Philsys;
5. Keeps personal IT skills and knowledge up to date and exploring opportunities for personal growth;
6. Participates in the training programs of PhilSys; and
7. Performs other tasks that may be assigned by supervisor/s.

D. Two (2) Information System Analysts (Php22,149.00/month)
1. Assists the Project Team Leaders in collaborating with PhilSys counterparts;
2. Develops the programs/modules assigned, in collaboration with his/her respective PhilSys-PMO Team;
3. Prepares the detailed documentation of the programs/modules assigned;
4. Keeps personal IT skills and knowledge up to date and exploring opportunities for personal growth;
5. Participates in the capacity-building and wellness programs of the division; and
6. Performs others tasks that may be assigned by supervisor/s.

PHILIPPINE STATISTICS AUTHORITY
List of Vacant Positions for Philippine Identification System-Project Management Office (PhilSys-PMO)
(Under Contract of Services)

	Position Title	Monthly Salary	No. of Vacancies	Place of Assignment	Qualification Standards				Remarks
					Education	Experience	Training	Eligibility	
1	Assistant Project Manager	58,717.00	1	ONS	Bachelor's Degree relevant to the job	At least 4 years in position/s involving management and supervision	At least 32 hours of supervisory/management learning and development intervention undertaken within the last 5 years	Preferably with CS Professional/Second Level Eligibility	Preferably graduate of IT course or any related course
2	Project Team Leader	42,099.00	3	ONS	Bachelor's Degree relevant to the job	At least 2 years of relevant experience	At least 8 hours of relevant training	Preferably with CS Professional/Second Level Eligibility	Preferably graduate of IT course or any related course
3	Assistant Project Team Leader	31,765.00	3	ONS	Bachelor's Degree relevant to the job	At least 1 year of relevant experience	At least 4 hours of relevant training	Preferably with CS Professional/Second Level Eligibility	Preferably graduate of IT course or any related course
4	Information Systems Analyst I	22,149.00	2	ONS	Bachelor's Degree relevant to the job	None required	None required	Preferably with CS Professional/Second Level Eligibility	Preferably graduate of IT course or any related course