PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS - Contract of Service Workers

Posting Period: **2 4 OCT 2022** to **0 4 NOV 2022**

NO.	POSITION TITLE (with major tasks/functions)	COMPARABLE SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT	QUALIFICATIONS				COMPENSATION		REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	SALARY PER MONTH	(PLUS UP TO 20% PREMIUM)	
	TOTAL		**4**								
1	**Information Systems Analyst III (Project Manager)** - Supervises, manages and coordinates the work of all IT and non-IT staffs assigned within the unit; - Assists in reviewing and monitoring the project plans, project schedules, contracts, terms of reference and other supporting documents provided by the vendors; - Monitors the timely submission of deliverables cited in the terms of reference provided by the vendors; - Plans and prepares the development of IT and non-IT project strategies; - Assists in ensuring projects adhere to frameworks and all documentation is maintained appropriately for each deliverables; - Provides updates on issues participating in scheduled operational meetings as in routing with process owners and vendors; - Coordinates priorities between multiple deliverables and cross-functional meetings with the process owners and vendors; - Communicates with concerned process owners to identity and define project requirements, scope and objectives; - Monitors staff's performance to established roles and commitments and provides feedback to the deputy program manager; - Participates in project meetings and propose improvements if necessary; and - Performs other work that may be assigned from time to time by the Assistant National Statistician.	19	1	PRO-SISS-DCRPID	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	Preferably with Career Service Professional Professional/ Second Level Eligibility	Php49,835.00	Php9,967.00	> Preferably with experience in IT project management and coordination > Solid Organization skills, including multitasking and time-managemnt > Strong client-facing and teamwork skills > Familiarity with risk management and Software Quality

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2	**Information Systems Analyst II** - Collaborates with Use Cases Development and Management Service and other PhilSys counterparts as well as PhilSys relying parties in preparation and development of User Specification Documents, Manuals, Modules/Programs, and Systems Design and Specification that pertain to device certification and relying party integration; - Provides technical support to Relying Party in the implementation of Authentication services; - Maintains and administer servers and IT applications software to ensure efficiency, security, and integrity; - Analyzes service requests and incident reports/tickets to be able to recommend internal process improvement and user education; - Provides support to internal end-users by responding to user queries, answering questions, and resolving hardware and software problems; and - Performs regular system monitoring to identify possible hardware/software failure and recommends possible enhancement and solution.	16	2	PRO-SISS-DCRPID	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	Preferably with Career Service Professional Professional/ Second Level Eligibility	Php38,150.00	Php7,630.00	> Preferably Bachelor's Degree in Computer Science, Information Technology, Computer Engineering courses or other IT-related courses; >With knowledge in IT Project scoping, management, and deployment. Experience in writing manuals, guidelines, and policies is a plus; > With experience in any of the following: Software analysis and design, business analysis, quality assurance, software development (preferably in Java, Javascript, Python, PostgreSQL, APIs, Linux).
3	**Project Coordinator I** - Assists in monitoring the timely submission of deliverables cited in the terms of reference provided by the vendors; - Documents and follows up on important actions and decisions from meetings; - Assists in the development of project strategies; - Communicates with concerned process owners to identify and define project requirements, scope and objectives; - Prepares and submits assessment report on the issues related to the deliverables of the vendors; - Participate in the project meetings and propose improvements if necessary; and - Performs other work that may be assigned from time to time by the Deputy Program Manager or Assistant National Statistician.	11	1	PRO-CMU	Bachelor's degree in Business Administration, or any related courses	With at least 6 months proven work experience as a Project Coordinator or similar role	With at least 8 hours of relevant training	Preferably with Career Service Professional Professional/ Second Level Eligibility	Php25,439.00	Php5,087.80	>Preferably with experience in project management and coordination >Solid organizational skills, including multitasking and time-management >Strong client-facing and teamwork skills >Familiarity with risk managemen1 and quality assurance control