



For Immediate Hiring

The ***Policy Coordination and Monitoring Division (PCMD)*** of the Philippine Council for Industry, Energy, Emerging Technology Research, and Development (PCIEERD) is looking for a result driven, analytical, detail oriented and resourceful individual to fill the vacancy for:

Project Technical Assistant IV
Contract of Service
SG 13 – 37,584.00/mo

Qualification:

- Must be a BS Degree Holder in Computer Science, Information Technology, Computer Engineering or any other related course;
- Knowledge in malware prevention and removal, including administration of desktops and antivirus technologies, hardware, software maintenance and optimization;
- Knowledge in current technological development/ trends in the field of ICT;
- Ability to resolve customer complaints/concerns and communicate technical information to technical and non-technical personnel;
- Must be agile, team player with professional IT ethics, good working attitude, commitment and dedication to job;
- With knowledge in computer applications (Excel, Word, PowerPoint, Access).

Job Description:

- ICT Resource Deployment
 - Performs setup and configuration of ICT device to end users including desktops, laptops, and printers;
- Administrative Support
 - Provides administrative support like processing release of payments, handling project documentations, schedule meetings, preparation of purchase request, etc;
- IT End-Users' Trainings
 - Serves as a Resource Speaker and/or assist in the conduct of IT Network Training for End-user's;
- ICT Policies
 - Assist in IT Policies Development;
- ICT Infrastructure Maintenance
 - Assist in monitoring verifying the integrity and availability of ICT infrastructure (check inventory list and assess desktop and laptop for replacement)
- ICT Specification Evaluation
 - Assist in the evaluation of ICT Resource requirements;
- PQA and ISO maintenance and preparations;
 - Assist in IT Risk Registry monitoring maintenance/updating (monitor & address preventive maintenance, Customer Satisfaction Form, consolidate and escalate feedback);

- Assist in ISO audit preparations (updating & approval of Preventive Maintenance Summary Report, update employee onboarding & offboarding summary list, organize & compile reports hardcopies & electronic copy) Preventive Maintenance;
 - Lead in updating desktop & laptop inventory list & report preparation;
 - Lead in updating Preventive Maintenance Summary Report;
 - Prepare checklist of network equipment for preventive maintenance (UPS, Printers, VoIP);
 - Information System Strategic Plan (ISSP) Development
 - Assist in ISSP development & implementation (ICT Resource Consolidation, Inventory of Equipment, Hardware, Software);
 - Employee Onboarding/Offboarding
 - Assist in employee onboarding (provision of accounts to newly hired employees, update summary list);
 - Assist in employee offboarding (removal of accounts of resigned employees, update summary list)
- Performs other duties as requested and within areas of expertise.

Competencies:

- **Core Competencies:** Delivering Service Excellence; Promotion Innovation; Exemplifying Integrity;
- **Functional Competencies:** Planning, Organizing and Programming; Building Collaborative Working Relationships; Communicating Effectively; Managing Records and Information; Analytical Thinking and Decision Making.
- **Technical Competencies:** Applying Technical Expertise and

PCIEERD encourages interested applicants including persons with disability (PWD), members of the indigenous communities and any sexual orientation and gender identities to submit scanned/soft copies of the following documents to hr@pcieerd.dost.gov.ph on or before **January 26, 2024**:

- Fully accomplished Personal Data Sheet (PDS; CSC Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- Performance rating in the last rating period;
- Certificate of Eligibility/rating/license, if applicable;
- Transcript of Records and Diploma;
- Summary of trainings/seminars/workshops attended;
- Updated Resume; and
- Application Letter addressed to:

DR. ENRICO C. PARINGIT
Executive Director

Please indicate the position, division and posting number (**Project Technical Assistant IV-PCMD-05-24**) as the subject of your email. Qualified applicants will be contacted, so please check your e-mail and keep your lines open. Please also note that ***applications with incomplete documents will not be processed.***