Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
PHILIPPINE COUNCIL FOR INDUSTRY, ENERGY AND EMERGING TECHNOLOGY RESEARCH AND DEVELOPMENT

BAGONG PILIPINAS

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 Specialist I – Security Specialist
Contract of Service
SG 16 (Php 47, 606.00/mo)

Qualifications:

- Must be a BS Degree holder in Computer Science, Information Technology, Computer Engineering, or any related courses;
- Must have a minimum of two (2) years of relevant technical experience in network administration; With at least sixteen (16) hours of relevant training;
- Knowledge/experience in ISO 27001 Information Security Management System (ISMS) audits and implementation is a plus factor;
- Certification in Cisco, Microsoft, Juniper, CompTia, ITIL, Virtualization, Cloud Computing, CCNP, CCNA, SIEM, CISA, etc., is an advantage;
- 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 the job;
- Result-oriented, analytical, and can work under pressure with minimum supervision;
- Great at organizing, prioritizing and multitasking; and
- Possesses good interpersonal, communication, and writing skills.

Job Description:

- Recommends and implements security solutions for maintaining the confidentiality, integrity, and availability of the Council's ICT infrastructure;
- Gathers and understands IT security requirements, policies, and controls;
- Provides support to the production environment and ensures that the standard security policies and practices are implemented and enforced;
- Support for cloud Infrastructure Setup and Deployment;
- Monitors and reports Cloud monthly usage cost;
- Performs Resource Monitoring and Optimization;
- Performs Security and Compliance Monitoring;
- Implements and maintains IT Disaster Recovery and Business Continuity;
- Collaborates and communicates with other IT staffs;
- Performs other tasks assigned.

Postal Address: Philippine Council for Industry, Energy, and Emerging
Technology Research and Development (DOST-PCIEERD)
4th and 5th Level Science Heritage Bldg., Science Community Complex,
Gen. Santos Avenue, Bicutan,Taguig City 1631, Philippines

Website: https://pcieerd.dost.gov.ph/
Email: pcieerd@pcieerd.dost.gov.ph

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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**: Policy Development and Research Review; Project & Program Development Management; Performance Management; Project Viability and Sustainability; Applying Technical Expertise; IT Resource Management; Risk Assessment.

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 **July 19, 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 **(PTS I – Security Specialist-PCMD-24-24)** as the subject of your email. Qualified applicants will be contacted, so please check your e-mail, and keep your lines open. *Applications with incomplete documents will not be processed.*

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