



**NOTICE OF VACANT POSITION**

Date of Publication: 05 April 2024

The Science and Technology Information Institute (STII) of the Department of Science and Technology (DOST) is in need of personnel to occupy the following vacant positions:

**Position** : **Information Technology Officer I**  
**Status of Engagement** : Permanent  
**Position Code** : STIIB-ITO1-3-2024  
**Salary** : P 51,357.00  
 Salary Grade 19  
**Assignment** : Office of the Director -  
 Management Information Systems and Planning  
 Section  
**No. of Vacancy** : 1

<b>Requirements:</b>	
Education	Bachelor's degree relevant to the job
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	CSC Second Level Eligibility, PD 907 RA 1080
<b>Additional Qualification/s:</b>	Proven track record in the following fields:  <ol style="list-style-type: none"> <li>1. Availability Management</li> <li>2. Data Analysis and Design</li> <li>3. Database Administration</li> <li>4. ICT Asset Management</li> <li>5. Information Communication Technology (ICT) Program / Project Management</li> <li>6. Information Security Management</li> <li>7. Information Strategy and Governance</li> <li>8. Information Communication Technology (ICT) Systems Administration and Support</li> </ol>

	<p>9. Systems / Software Development and Programming</p> <p>10. User Experience Evaluation</p> <p>11. Release and Deployment</p> <p>12. Records Management</p> <p>13. Attention to Detail</p> <p>14. Time Management</p> <p>15. Computer Literacy</p>
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### Position/Job Description

- Checks and anticipates issues/problems; provides advice with the planning, design and improvement of service and component availability, including the investigation of all breaches of availability targets and service nonavailability; proposes remedial activities.
- Conducts routine check of components and factors that can significantly affect/contribute to service availability.
- Engages and explains to relevant parties' issues associated with availability of ICT services.
- Evaluates and consults about proposed changes to object/data structures, in order to evaluate alternative options.
- Investigates data requirements, and applies data analysis, design, modeling, and quality assurance techniques, to establish, modify or maintain data structures and their associated components (entity descriptions, relationship descriptions, attribute definitions)
- Develops contextual, conceptual and logical data models that minimize redundancy and maximize "share-ability" of the data and ensure reconciliation between levels of models.
- Carries out routine configuration, installation, and reconfiguration of database and related products.
- Develops and configures tools to enable automation of database administration tasks.
- Uses database management system software and tools, and knowledge of logical database schemata, to investigate problems and collect performance statistics and create reports.
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- Carries out routine configuration/installation and reconfiguration of database and related products. Identifies, assesses and communicates risks associated on ICT assets (risks of incompatibility and obsolescence).
- Communicates and checks that ICT assets are optimized, deployed, stored, and accounted according to established quality and legal standards.
- Plans, schedules, monitors, and reports on activities related to the program.
- Checks that programs are managed to realize business benefits and that program management is informed by an awareness of current technical developments.
- Identifies and manages resources needed for the planning, development and delivery of specified information and communications systems services (including data, voice, text, audio and images).
- Communicates and explains access and authorization procedures and policies to user, explaining key information security objectives, risks.
- Evaluates the implementation of DOST STII-wide processes and procedures, tools and techniques information management and sharing, including the risk inherent in the operation, for proper consideration in ICT planning and policy formulation.
- Evaluates issues and constraints pertaining to compliance with ICT regulations, standards, and codes of good practice and recommends measures for improvement.
- Initiates and monitors actions to investigate and resolve problems in systems, processes, and services, determining remedies and preventive measures.
- Evaluates, enhances/ updates user/system interfaces, including validation and error correction procedures, processing rules, access, security and audit controls, as needed.
- Evaluates the quality and appropriateness of the design/ development work performed if according to users'/stakeholders' requirements.
- Adopts and adapts appropriate systems development and design methods, tools, and techniques, selecting appropriately from predictive (plan-driven) approaches or adaptive (iterative/agile) approach.
- Evaluates and checks that the system design balances functional and nonfunctional requirements.
- Evaluates, validates, and checks that systems and processes are properly scoped, adequately analyzed, and evaluated according to established standards and procedures.
- Illustrates and documents critical cross-functional business process flows and checks that these are duly considered in determining options/solutions and approaches.
- Identifies issues and constraints in the development of systems design policies and standards and selection of architecture components and recommends measures for improvement.

- Evaluates, checks, and consults the identification of the resources needed for systems development and how this will be met with an effective supply capacity.
- Evaluates and checks the alignment of systems development activity and deliverables with agreed architectures and standards (and contributes to improvement/enhancement).
- Plans and implements appropriate evaluation to check if user/stakeholder and DOST STII's requirements are met.
- Checks that the results of evaluations are understood and duly considered in systems development and enhancement.
- Evaluates requirements and selects the usability tests (formative, summative usability tests, moderated or unmoderated) suitable to the objective and nature of evaluation.
- Evaluates the stability of requirements against changes in context of use.
- Interprets and presents results of evaluation to design team/s, prioritizing usability issues.
- Conducts post release reviews for integration to systems enhancement and checks if documentation is updated.
- Evaluates and checks that release processes and procedures are applied and that releases can be rolled back as needed.
- Evaluates, analyzes, plans, and designs the release packages, including assessment and management of risk during deployment Identifies, evaluates, and manages the adoption of appropriate release and deployment tools, techniques, and processes (including automation). Takes responsibility for delivering results on multiple projects or initiatives. Effectively balances his or her focus on both strategy and operations to achieve optimal results.
- Leverages with available resources (individuals, processes, departments, and tools) to complete work within the prescribed schedule. Reprioritizes work efforts based on changing situations and emerging issues (e.g., in response to organizational, systems, and/or market changes).
- Provides expert service and advice on unusual cases or issues on computers and related information technology. Recommends appropriate and updated technology to enhance productivity and professional practice.
- Recommends enhancements and/ or changes in procedures, processes, and policies.
- Recommends appropriate and updated technology to enhance productivity and professional practice.

DOST-STII encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those of any sexual orientation and gender identity expressions (SOGIE) to submit the following documents **IN ORDER** to [hr@stii.dost.gov.ph](mailto:hr@stii.dost.gov.ph) and by accomplishing the form through this link: [https://docs.google.com/forms/d/e/1FAIpQLScpFog78CL7HroZ459g0zMKKFD60ToZMH54EqgyK5Pd\\_HAeTQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLScpFog78CL7HroZ459g0zMKKFD60ToZMH54EqgyK5Pd_HAeTQ/viewform)

1. Letter of Application with position code addressed to Director Richard P. Burgos
2. Updated Personal Data Sheet (PDS) with recent picture (CS Form 212 revised 2017; <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>)
3. Updated Resume
4. Updated Work Experience Sheet (CS Form 212 attachment; <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>)
5. Diploma and Official Transcript of Record
6. Certificates of relevant training
7. Certificate of Employment with Actual Duties and Responsibilities
8. IPCR
9. Certificate of Awards (if applicable)
10. Certificate of eligibility

**The deadline for the submission of applications is on April 20, 2024.  
Only shortlisted applicants with complete documents will be notified.**