



## PRIVATIZATION AND MANAGEMENT OFFICE (PMO)

### NOTICE OF VACANT POSITIONS

3 May 2023

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS*				Place of Assignment	Other Requirements/ Considerations
			Education	Experience	Training	Eligibility		
1	Executive Assistant II	17	Bachelor's degree	1 year of experience	4 hours of training	None	Office of the Deputy Privatization Officer for Administration, Financial and Management Services	Skills required: 1. Analytical 2. Communication 3. Computer 4. Interpersonal 5. Organizational 6. Time Management 7. Writing report
2	Information Technology Officer I (Network Security Administrator) (Reposting)	19	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours relevant training	None	Information Technology Division	1. Working knowledge of security standards (NIST/ISO/IEC27001, etc.) is preferred. 2. Holder of security certifications (Cisco/CompTIA/EC-Council/Microsoft, etc.) is an advantage.
3	Computer Maintenance Technologist I (Reposting)	11	Bachelor's degree relevant to the job	None required	None required	None	Information Technology Division	Skills required: 1. Adaptability 2. Communication 3. Computer 4. Organizational

Please address your application letter to PMO Chief Privatization Officer **MAAN VANESSA L. DOCTOR** and submit through email address **dmgmadeja@pmo.gov.ph** with soft copies (PDF format) of the following requirements:

1. Personal Data Sheet (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph))/Curriculum Vitae with current 2x2 picture
2. Service Record/Employment Certificates
3. Certificates of Trainings/Seminars attended
4. Certificate of Bar or Board Rating and License
5. School Transcript of Records and Diploma

The original documents should be presented once requested for validation. PMO shall not consider applications received after the deadline (10 days after publication of this notice). For any queries, call Human Resources at telephone no. 8818-8304.

*\*Provided under the Civil Service Commission (CSC) Qualification Standards Manual and Memorandum Circular No.14, s. 2018.*

**Approved for Posting:**

**ELLEN H. RONDAEL**

Deputy Privatization Officer  
Chairperson, Human Resource Merit Promotion  
and Selection Board

POSITION TITLE	BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES
Executive Assistant II	<p>The EA II will be tasked to do the following duties and submit such outputs to the Deputy Privatization Officer (DPO) for Administration, Financial and Management Services (AFMS) within the required time:</p> <ol style="list-style-type: none"> <li>1. Manage the data tracking system of the Office of the DPO.</li> <li>2. Assist the DPO in monitoring delegated work.</li> <li>3. Coordinate with various offices/divisions/units matters requiring group/collaborated effort to accomplish objectives.</li> <li>4. Review documents' completeness of signatures and attachments (if required) and submit these to DPO for appropriate action/instruction.</li> <li>5. Maintain a logbook of incoming and outgoing documents for reference/monitoring and transmit outgoing documents.</li> <li>6. Maintain a systematic filing system of records and documents for the Office of the DPO.</li> <li>7. Perform variety of administrative tasks that include: a) managing the calendar of DPO's appointments and events; b) composing/preparing correspondence; c) preparing DPO's expense reports; d) arranging detailed travel plans/itineraries; e) managing phone calls; f) notifying DPO on matters needing immediate action, and g) others.</li> <li>8. Implement other tasks in accordance with the instruction of the DPO.</li> </ol> <p>The EA II will work under the Office of the DPO for AFMS which is responsible for overseeing the financial operations that include budget management, collection and remittance of proceeds of dispositions to the National Treasury as well as human resource management and development, cashiering, and general office services. It consist of of two divisions: 1) Financial Management Division, and 2) Administrative Division.</p>

POSITION TITLE	STATEMENT OF DUTIES AND RESPONSIBILITIES
Information Technology Officer I (Network Security Administrator)	<p>The Information Technology Officer I (ITO1) will be responsible for the efficient and secure operations of all computer, network and telecommunication systems. He/she will be installing, administering and troubleshooting PMO's security solutions/requirements. He/she will be monitoring and securing existing IT infrastructure against unauthorized access and cybersecurity threats or attacks.</p> <p>In addition, the ITO1 will be tasked to do the following duties and responsibilities:</p> <ol style="list-style-type: none"> <li>1. Takes care of the security, privacy and backup of data;</li> <li>2. Ensures preparedness for disasters that may affect computer operations by crafting business continuity and disaster recovery protocols;</li> <li>3. Performs IT security assessments (risk assessments, network infrastructure reviews, information security policies and processes reviews, etc.) and analyzes threats, vulnerabilities, impacts and risks discovered from these assessments for mitigation/remediation;</li> <li>4. Recommends and implements security policies or measures to protect the agency's data/information, application systems, software and hardware;</li> <li>5. Plans, specifies, installs, configures, tests and maintains computer, network and telecommunication equipment and likewise maintains all records pertinent to said equipment;</li> <li>6. Creates, updates and maintains technical documentation including network mapping and inventories of hardware and software components;</li> <li>7. Conducts research and evaluation of the performance of existing network equipment and recommends replacement or procurement of new equipment if necessary;</li> <li>8. Other tasks as may be assigned by Division Chief/Deputy Privatization Officer/Chief Privatization Officer.</li> </ol> <p>The ITO1 will work under the Information Technology Division (ITD) which handles and manages all the IT equipment (computers, network servers, peripheral devices and other computer paraphernalia) of the PMO. ITD is also in-charge of the repair and maintenance of local area network, software databases, websites, and systems security.</p>



POSITION TITLE	STATEMENT OF DUTIES AND RESPONSIBILITIES
Computer Maintenance Technologist I	<p>The Computer Maintenance Technologist (CMT) I will be tasked to do the following duties and responsibilities:</p> <ol style="list-style-type: none"> <li>1. Troubleshoots and undertakes quick fixes to problems involving computers and telecommunications equipment (printer, scanner, fax machine, photocopier, AV equipment, telephone, and another computing devices);</li> <li>2. Assists the Information Technology Officer/Network Security Administrator in troubleshooting internet connectivity; installation, layout, and maintenance of all network components; virus control and diagnostics;</li> <li>3. Coordinates computer requisitions and work orders, including receiving and testing of equipment;</li> <li>4. Maintains an orderly record of all repairs and maintenance and safekeeps all documents of the division; and</li> <li>5. Performs other tasks as may be assigned by Division Chief/ Deputy Privatization Officer/ Chief Privatization Officer.</li> </ol> <p>The CMT I will work under the Information Technology Division (ITD) which handles and manages all the IT equipment (computers, network servers, peripheral devices and other computer paraphernalia) of the PMO. ITD is also in-charge of the repair and maintenance of local area network, software databases, websites, and systems security.</p>