HIRING OF ENGINEER AND INFORMATION SYSTEM ANALYST
Recovery and Assistance for Yolanda (RAY)

*Submission of Application /Intent

      WHEN   : January 12-23, 2014 (8:30-5:00 PM)
      WHERE   : DILG Regional Office V/HRMO

TERMS OF REFERENCE AND QUALIFICATIONS

1.1 *Hiring of One (1) Engineer

      Item   : Engineer III (SG-19)
      Salary   : Php 33,859.00/month
      Duration   : February to December (2015)

*Minimum Qualifications

- Male or Female
- Must be willing to be assigned in the Province of Masbate
- Must have at least 2-year work experience on detailed engineering design preparation and construction supervision for vertical infrastructures, preferably from private firms.
- Experience on the procurement of Government projects and in the review of the administration and construction contracts would be assets.
- Having skills on various engineering software including GIS, AutoCAD, STAAD, Primavera, and Microsoft Project Management is an advantage.
- A register Civil Engineer
- Must have excellent communications skills

Functions:

- Support the activities of the professional and technical team assigned to oversee the technical works of the PMO.
- Assist in the preparation of the Program Guidelines and Policies, and related documents.
- Assist in the preparation of the work and financial plan and work breakdown structure.
- Establish the procedures and policies and provide technical assistance to the DILG Regions in conducting project site validation and confirmation of the suitability of the project sites and resiliency of the structures.
- Provide direct technical assistance to DILG Regions in the review of program of works and engineering design including the drawing plans, technical specifications, cost estimates, and include revisions for economy and efficiency of the design.
- As necessary, provide advisory services to the LGUs, and attend to the pre-bid conferences and bid opening.
- As necessary, attend the pre-construction conference and monthly coordination meetings to ensure that project updates are discussed and issues are resolved.

- Conduct project inspection on the on-going projects to validate the quality of workmanship and validate whether these conform to engineering standards and practices, and the plans and specifications and provide inputs   for the confirmation of work progress.
- As necessary, make recommendations on matters pertaining to the resolution of project issues including the settlement of works.
- Cooperate with the DILG Regional PDMUs and DPWH in the preparation for and implementation of the activities.

- Participate in the meetings of the Project Advisory Board (PAB) meeting or prepare status reports for information of the PAB.
- Assist with the preparation of the schedule of visits to the LGUs and ensure coordination and supervisory support to the visits to the projects sites.
- Undertake other management functions as may be required by the OPDS director.

1.2 One (1) Information System Analyst I

Item	:	Information System Analyst I (SG-10)
Salary	:	Php 17,255.00/month
Duration	:	February to December (2015)

*Minimum Qualifications

- Male or Female
- Must be willing to be assigned in the Province of Masbate
- At least 6 months experience as information systems analyst.
- Graduate of any 4 year Bachelor Course on Information Technology Courses.
- Must be excellent in database programs

Functions:

- Undertakes general data processing support services of Recovery Assistance on Yolanda Projects.
- Prepare and management of data files for the RAY.
- Upload pictures and project profile of RAY Projects.
- Encodes and tabulates data/reports received from the field offices, and reports and relay to field offices concerned the observation upon instructions.
- Maintain database of status reports of RAY Projects.
- Implementation software solutions for data compilation and management.
- Undertake troubleshooting related to software functionality, application server set up and system configuration of the IT systems for office operations, and report to advice or further inspection/technical assistance.
- Implement numerous backup and recovery plans based on data availability and in case of database and system failures.
- Maintain all electronics and computers including Software, Hardware troubleshooting for computers, repair printers and other problems.

Approved for Posting:

ELOUISA T. PASTOR, CESO IV
OIC, Regional Director/DILG RV

Date: