

NOTICE OF CONTRACT OF SERVICE VACANCY

June 5, 2024

Position	:	One (1) Computer Programmer III
Contract Duration	:	Six (6) Months
Salary	:	PHP 56,070.00 per month
Project	:	Enhancing the Digital Visibility and Engagement of the Philippine APEC Study Center Network (PASCN), Network of East Asian Think-tanks (NEAT), and East Asian Development Network (EADN).

Qualifications:

- Bachelor's degree in information technology, computer science, or any IT-related course;
- With at least three (3) years of experience related to system analysis and design, website and application development, database management, and content management system;
- With eight (8) hours of relevant training;
- With expertise in scripting and coding languages and standards, Joomla-based platform, and other programming platform/languages required in the build-up of the websites using security best practices on program codes;
- Proficient in database management system using MySQL/MariaDB databases; and
- With experience in designing websites and integrating graphic design and CSS elements.

Scope of Work:

Under the guidance and technical oversight of a PIDS Research Fellow who serves as Project Director, the Computer Programmer III is expected to work with the PASCN Secretariat and undertake the following tasks/activities:

1. Development/Enhancement of PASCN, EADN, and NEAT Websites:
 - a. Conduct a thorough assessment of the current websites of the PASCN, NEAT, and EADN to identify areas for improvement;
 - b. Develop comprehensive plans for the redesign and enhancement of each website, focusing on improving digital visibility, accessibility, user-friendliness, and content dissemination;
 - c. Design and develop visually appealing and responsive websites for PASCN, NEAT, and EADN, incorporating informative content, intuitive navigation, and interactive features to enhance user experience;
 - d. Conduct thorough testing and debugging to ensure functionality across various devices and browsers;
 - e. Conduct training for website administrators on content management and maintenance tasks to ensure sustainability.
 - f. Implement user-friendly backend functionalities to support content management, user authentication, and analytics tracking;
 - g. Manage the updating and uploading of website contents, links, images and

- other information to the websites;
- h. Prepare usage/access reports that will help the PASCN Secretariat understand the utility of the website.
2. Improvement of APEC Policy Tools functionality.
 - a. Together with the PASCN staff assigned to work on the policy tools, conduct a comprehensive review of the existing APEC Policy Tools platform to identify areas for improvement and new features to be added;
 - b. Manage the updating and uploading of data, and other information to the APEC Policy Tools;
 - c. Implement necessary backend and frontend enhancements, including database updates, UI/UX improvements, and integration of new data sources and analytical tools.
 3. Prepare and submit complete documentation requirements, including technical documentation for each developed/enhanced website and policy tools.
 4. Coordinate with and request authority from the ICTSD for server/system setup, uploading, and configuration, database / system patches and enhancements including testing schedules;
 5. Others may be assigned by the Project Director.

Requirements:

1. Application letter addressed to PIDS President;
2. Curriculum Vitae;
3. Transcript of Records;
4. Properly accomplished and notarized Personal Data Sheet (CS Form 212, Revised 2017) with Work Experience Sheet;
5. Certificate of previous employment, if any; and
6. Training Certificates.

Interested and qualified applicants may submit their requirements thru email at recruitment@pids.gov.ph. Incomplete documents will not be processed. Specific details related to this Contract of Service will be discussed during the interview.

Deadline : June 12, 2024