

**INFORMATION TECHNOLOGY COORDINATION STAFF
JOB OPPORTUNITIES**

A. THREE (3) SENIOR ECONOMIC DEVELOPMENT SPECIALIST

Salary Grade: 19

1. Item Number: ODGB-SREDS-152-1998 (Information Systems Development Division)

CSC-Prescribed Qualification Standard:

Education: Bachelor's degree relevant to the job
Training: Eight (8) hours of relevant experience
Experience: Two (2) years of relevant experience
Eligibility: Career Service Professional, Second Level Eligibility

Preferred Qualifications:

Education: ICT-related course
Training: 40 hours of relevant training
Experience: Systems Analysis and Design, Computer Programming, Information Systems Maintenance/Troubleshooting, Web Development

2. Item Number: ODGB-SREDS-148-1998 (Information Systems Development Division)

CSC-Prescribed Qualification Standard:

Education: Bachelor's degree relevant to the job
Training: Eight (8) hours of relevant experience
Experience: Two (2) years of relevant experience
Eligibility: Career Service Professional, Second Level Eligibility

Preferred Qualifications:

Education: ICT-related course
Training: 40 hours of relevant training
Experience: Systems Analysis and Design, Computer Programming, Information Systems Maintenance/Troubleshooting, Web Development

3. Item Number: ODGB-SREDS-149-1998 (Technology Resources Management Division)

CSC-Prescribed Qualification Standard:

Education: Bachelor's degree relevant to the job
Training: Eight (8) hours of relevant experience
Experience: Two (2) years of relevant experience
Eligibility: Career Service Professional, Second Level Eligibility

Preferred Qualifications:

Education: ICT-related course
Training: 40 hours of relevant training
Experience: Network installation/administration, Database Administration, ICT resources maintenance/troubleshooting

B. ONE (1) ECONOMIC DEVELOPMENT SPECIALIST II

Salary Grade: 16

Item Number: ODGB-EDS2-61-1998 (Technology Resources Management Division)

CSC-Prescribed Qualification Standard:

Education: Bachelor's degree relevant to the job

Training: Four (4) hours of relevant experience

Experience: One (1) year of relevant experience

Eligibility: Career Service Professional, Second Level Eligibility

Preferred Qualifications:

Education: ICT-related course

Training: 24 hours of relevant training

Experience: Network administration, ICT resources maintenance/troubleshooting

C. ONE (1) ECONOMIC DEVELOPMENT SPECIALIST I

Salary Grade: 13

Item Number: ODGB-EDS1-39-1998 (ICT Planning and Research Division)

CSC-Prescribed Qualification Standard:

Education: Bachelor's degree relevant to the job

Training: none required

Experience: none required

Eligibility: Career Service Professional, Second Level Eligibility

Preferred Qualifications:

Education: BS Economics and other related courses

Training: ICT-related training

Experience: none required

D. ONE (1) ADMINISTRATIVE ASSISTANT I

Salary Grade: 7

Item Number: ADAS1-24-2004 (Technology Resources Management Division)

CSC-Prescribed Qualification Standard:

Education: Completion of 2 years of college studies or HS graduate with vocational course

Training: none required

Experience: none required

Eligibility: Career Service Sub-Professional

Preferred Qualifications:

Education: ICT-related course

Training: 8 hours ICT-related training

Experience: Basic ICT skills, data encoding, file maintenance/record-keeping

REQUIREMENTS:

Application Letter and Curriculum Vitae addressed to:

OIC-Dir. Justina A. Adina

Information Technology Coordination Staff

National Economic and Development Authority

#12 Josemaria Escriva Drive, Ortigas Center, Pasig City

Deadline of Submission: June 30, 2009