



# DEPARTMENT OF FOREIGN AFFAIRS JOB VACANCIES

## DFA Consular Office - Clarin

### Information Technology Officer I\*

**Salary Grade:** 19 (Php 48,313.00)

**Number of Vacant Positions:** One (1)

**Office Location:** Clarin Town Center, Clarin Misamis Occidental

#### Minimum Qualifications:

- ❖ Filipino citizen;
- ❖ Bachelor's degree relevant to the job;
- ❖ Civil Service Professional/Second Level Eligibility;
- ❖ Resident or willing to relocate to Clarin;
- ❖ Two (2) years of relevant work experience; minimum 2 years work experience as systems or network administrator is preferred;
- ❖ Completion of eight (8) hours of relevant training;
- ❖ Proficient computer skills particularly in the use of internet and email, computers, word processing, spreadsheets and databases, graphics and multimedia, programming and scripting, and troubleshooting
- ❖ Written and oral proficiency in English and Filipino;
- ❖ Responsible and diligent in the required work;
- ❖ Excellent interpersonal skills to be able to deal pleasantly, accurately and swiftly with the public and consular office staff - in person, email, and on the phone;
- ❖ Troubleshooting and maintenance of IT peripherals; knowledge in basic programming, SQL, and Active Directory Database; CISCO certification is a plus

#### General Functions of the Position:

- ❖ Maintain the DFA CO's information technology and management information system, computer systems and networks of the CO;
- ❖ Formulate database structures and design for the DFA CO;
- ❖ Install and configure the CO's computer systems, diagnosing hardware and software faults and solve technical and application problems;
- ❖ Work as technical support officer to ensure to ensure network integrity between the CO, DFA-Office of Consular Affairs, (OCA) and OCA-Consular Offices Coordinating Division (OCA-COCD);
- ❖ Ensure the smooth running of computer systems and ensure CO users get maximum benefits from the system;
- ❖ Troubleshoot CO system and network problems, diagnosing and solving hardware or software faults;
- ❖ Ensure replacement of IT system parts as required;
- ❖ Conduct electrical safety checks on computer equipment;
- ❖ Take charge of the incoming and outgoing communications of the DFA CO, including the encryption and decryption of sensitive and confidential communications, and of the archiving of documents to be maintained by the DFA CO.

\*This position is not eligible for foreign assignment.

Interested applicants are requested to submit in **PDF** format the following documentary requirements via **email** at [hrmo.recruitment@dfa.gov.ph](mailto:hrmo.recruitment@dfa.gov.ph) and write in the subject line **Application for Information Technology Officer I in CO Clarin:**

- Duly accomplished DFA application form and Work Experience Sheet (downloadable at <https://dfa.gov.ph/images/2020/Forms/DFA-Application-Form-Rev2.pdf>)
- and <https://dfa.gov.ph/images/2018/job-vacancies/September/03/Work-Experience-Sheet.pdf>
- Updated resumé with colored photo
- Photocopy of professional or second level civil service eligibility
- Photocopy of transcript of records **AND** diploma (if unavailable a Certificate of Graduation will suffice)
- Photocopy/ies of relevant training certificates;
- Valid NBI clearance (or proof of renewal or new application)

Certificate/s of Good Moral Character from current/previous employer or school, whichever is applicable, may be required by HRMO during the selection process.

DFA implements equal employment opportunity for Persons with Disability in accordance with RA 10524 (An Act Expanding the Positions Reserved for Persons with Disability, amending for the purpose RA 7277, as amended, otherwise known as the Magna Carta for PWDs).

**Incomplete submission of documents will not be accepted/processed.**

Most Qualified applicants will be invited for a pen-and-paper test and interview at the email address indicated in their application form.