The I**nter-Agency Business Process Interoperability (IABPI) Project** of the Department of Finance under the Anti-Red Tape Program (ARTA) is hiring the following:

- **One (1) Junior Business Process Analyst**
- **One (1) Technical Writer and Documenter**

Please submit resume/CV all interested applicants to Ms. Riva Balicano at **riva.balicano14@gmail.com.** Employment starts February 2018.

About the Project

The Anti-Red Tape Program under the Department of Finance have on-going programs on streamlining the processes of the import and export documentation processes.

Foremost in the specific objectives of the ARTA Program is to streamline the complicated import and export documentation process that is involve in processing, revenue collection and releasing of goods. At the same time, the specific activities and objectives contribute to the goals on the Ease of Doing Business in the country for the Trade sector.

However, the work entails that a Technical Working Group composed government agencies be created to convene over sixty-six (66) trade regulatory and oversight agencies that will simplify the import and export documentation of over 7,400 products so that the agencies harmonize their processes and develop the ability to inter-operate with each other. This is the focus of the **Inter-Agency Business Process Interoperability (IABPI) Project** funded under the KFW-IDF IABPI Fund**.**

The IABPI Project will be managed by the PDMSG through the ARTA Program Manager and implemented by creating an IABPI Project Management Office (PMO) that will coordinate with the Anti- Red Tape Program of the DOF.

The following positions are needed in order to deliver specific objectives of the project, within the given budget and within the scheduled timeframe. They will ultimately report to the ARTA Program Coordinator under the Office of Undersecretary Gil Beltran.

Junior Business Process Analyst
P53,500 per month, on project contract basis

Scope of Work and Responsibilities of a **Junior Business Process Analyst** are but not limited to:
1. Apply the UNESCAP (United Nations Economic and Social Commission for Asia and the Pacific) Business Process Analysis Guide to simplify trade procedures.
2. Apply the methodology in streamlining the business process of each agency user
3. Act as facilitator in the workshops that begin from the capture of the current process to the final presentation of the simplified process.
4. Analyze the current process and propose the simplified business process

5. Coordinate with agencies on the work and confirmation on the business process
6. Work with the DICT process analysts on the automation of the platform
7. Develop the simplified process into a final Unified Modelling Language (UML) document in preparation for automation
8. Coordinate the work with the admin, research, communication and policy teams of the project.

Deliverables and requirements:
1. Weekly report to be submitted to the ARTA Program Manager and the Junior Project Manager under the Office of USec Gil Beltran
2. Provide the final Unified Modelling Language (UML) Diagram of the simplified process approved by each agency
3. Submit draft proposals, updates and recommendations to streamline the import/export agency documentation process
4. Weekly work hours equivalent to 40 hours per week (8hrs/day) and stated in their weekly report. Attendance to the office at least 3 times per week unless their presence is required to be outside the office to attend official meetings.

Qualifications:
1. Graduate of a Management Engineering, Operations Engineering, Industrial Engineering Degrees (or like course on operations and business process improvement)
2. Graduated with top honors, preferred
3. Newly graduates will be considered but at 1-2 years qualified experience is preferred
4. Must have leadership skills and able to conduct group meetings
5. People oriented
6. Ability to coordinate and maintain good working relationship with different people from different government agencies
7. Excellent in written and spoken English and Filipino
8. Effective communication and analytical skills
9. Proficiency in MS Word, Excel, PowerPoint and Outlook required

Technical Writer and Documenter
P43,500 per month, on project contract basis

Scope of Work and Responsibilities of the Technical write and documenter are but not limited to:
1. Document the minutes of the meeting of every meeting and workshop. There is an estimate of over 250 meetings will be held over 2 years.
2. Documents formal and informal agreements and established protocols between agencies.
3. Ensure that all are notified and have confirmed on the agreements of the meetings
4. Provide all stakeholders with the necessary records and documents
5. Compile and archive the formal set of records and document of IABPI
6. Maintain the IABPI document library
7. Coordinate with other agency document and records office

8. Document the final agreed record of streamlined business process of each agency
9. Presence at the office during office hours or at meetings outside the office

Deliverables
1. Weekly report to be submitted to the ARTA Program Manager under the Office of USec Gil Beltran
2. Records of agreements, protocols and business process per agency
3. Minutes of meetings
4. Weekly work hours equivalent to 40 hours per week (8hrs/day) and stated in their weekly report. Attendance to the office at least 3 times per week unless their presence is required to be outside the office to attend official meetings.

Qualifications:
1. At least 2 years experience as project technical writer
2. Basic knowledge in IT processes, preferred
3. College graduate of related course (Mass Communication, Political science, etc)
4. Knowledge in government procedures and regulatory policies
5. Excellent written and spoken English
6. Effective communication skills
7. Expert in using communication tools and soft wares such as MS Word, MS Powerpoint, Excel, etc.