

The **Inter-Agency Business Process Interoperability (IABPI)** Program of the Dept. of Finance under the Anti-Red Tape Program (ARTA) is hiring the following:

Please submit Resume/CV all interested applicants to Mr. Mike Meru email: mmeru@dof.gov.ph . Employment starts January 2017

About the Project: Inter-Agency Business Process Interoperability Project (IABPI)

The Anti-Red Tape Program under the Department of Finance PDMSG Group the is currently 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 fifty (50) 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 PMO of the IABPI will be composed of a Junior Project Manager, technical experts, business analysts, policy experts, research and documentation staff that will be responsible for the administration and implementation of the project while coordinating and reporting to the PDMSG of DOF.

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

1. ARTA Monitoring Manger Php50,000/month. On project contract basis. Benefits and bonuses not included.

The Scope of Work and Responsibilities of the **ARTA Monitoring Manger** include, but are not limited to the following:

1. Review the service process and citizen's charter of the 12 agencies under the DOF and member of the ARTA Program.
2. Monitor the progress of every agency in the ARTA program and report the implementation progress

3. Coordinate the ARTA program plan with all the agencies in order to achieve the objectives
4. Propose solutions, work plans and initiate necessary meetings
5. Coordinate the ARTA Program with the IABPI Projects
6. Manage the day-to-day activities of the program and initiate corrective action when necessary
7. Coordinate with the DOF's accounting and HR department when necessary

Qualifications:

1. 3 to 5 years of experience as a project manager for government or private sector projects, with monitoring experience
2. Graduate of Business Management Degree, or like courses
3. Must have leadership skills and able to conduct group meetings and briefings
4. People oriented
5. Ability to coordinate and maintain good working relationship with different people from different government agencies
6. Has knowledge and experience of government procedures and policies
7. Good track record of delivering project objectives
8. Strong leadership skills
9. Demonstrated the ability to manage work in a high pressure environment
10. Excellent written and spoken English
11. Effective communication skills
12. Excellent analytical skills

2. IABPI Junior Project Manager P60,000/month. On project contract basis. Benefits and bonuses not included.

The Scope of Work and Responsibilities of the **Junior Project Manger** include, but are not limited to the following:

1. Carrying out the project plan in order to achieve the project objectives given the timeframe and the use of resources within the given budget
2. Coordinate the work of the project teams namely: 1) administration, 2) policy, 3) research, 4) business process and 5) communication
3. Monitor, report and coordinate the progress of the project with the ARTA Program
4. Lead the coordination of the project with 50+ government regulatory agencies
5. Coordinate all the team members' activities to fulfill the planned schedule of on-boarding all 50+ government agencies
6. Manage the day-to-day activities and initiate corrective action when necessary
7. Coordinate with the DOF's accounting and HR department when necessary

Deliverables

1. Weekly report to be submitted to the ARTA Program Manager under the Office of Usec. Gil Beltran
2. Proposals and drafts of required memo's and letters
3. Weekly work hours equivalent to 40 hours per week (8hrs/day) and stated in their weekly report. Attendance to the office is required and outside the office to attend official meetings

Qualifications:

1. 3 to 5 years of experience as a project manager for government or private sector projects

2. Graduate of Business Management Degree, or like courses
3. Must have leadership skills and able to conduct group meetings and briefings
4. People oriented
5. Ability to coordinate and maintain good working relationship with different people from different government agencies
6. Has knowledge and experience of government procedures and policies
7. Good track record of delivering project objectives
8. Strong leadership skills
9. Demonstrated the ability to manage work in a high pressure environment
10. Excellent written and spoken English
11. Effective communication skills
12. Excellent analytical skills

3. Junior Business Process Analyst (3) P50,000/month. On project contract basis. Benefits and bonuses not included.

Scope of Work and Responsibilities of a **Junior Business Process Analyst** are but not limited to:

1. Learn to apply the UNESCAP (United Nations Economic and Social Commission for Asia and the Pacific) Business Process Analysis Guide to simplify trade procedures. Training will be provided.
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

4. Junior Policy Expert (2) P50,000/month. On project contract basis. Benefits and bonuses not included.

The Scope of Work and Responsibilities of the **Junior Policy Expert** include, but are not limited to the following:

1. Provide research and analytical support to the Senior Policy Expert, in particular on the following matters;
 - a. Advising the TWG on the implementation of the governance framework of the IABPI platform, such as the determination of whether to amend or modify Executive Order No. 482, issue a new Executive Order, or enact implementing legislation;
 - b. In relation to Item a above, providing guidance in the drafting of such amendment, new issuance or implementing legislation;
 - c. Providing guidance in the drafting of any Memorandum of Agreement or other joint issuances between and among participating Trade Regulatory Government Agencies (TRGAs) to ensure cooperation and coordination among these agencies in the implementation of the IABPI Project;
 - d. Providing guidance to the business process analysts of the IABPI Project to ensure consistency of proposed streamlined processes with the mandates of the participating TRGAs;
 - e. Identifying potential and existing overlapping functions between and among participating TRGAs, and recommend options to resolve such overlaps;
 - f. Advising the TWG on the compliance or non-compliance of existing mandates or processes of the TRGAs, as well as proposed changes to the agency procedures, with the Philippines' international trade obligations under the WTO, WCO, ASEAN and other Free Trade Agreements of which the Philippines is a party.

Deliverables

1. Monthly report to be submitted to the Senior Policy Expert and the ARTA Program Manager under the Office of USec Gil Beltran;
2. Copies of written legal or policy advice or drafts prepared by the Senior Policy Expert and the Junior Policy Experts to address specific concerns encountered during the implementation of the IABPI Project.

Qualifications:

1. 3 to 5 years of relevant legal and policy experience;
2. Knowledge of Philippine domestic laws and regulations;

3. Experience working with regulators and/or understanding of Philippine regulatory systems;
4. Good track record of delivering high quality products;
5. Demonstrated ability to work independently and collaboratively in a team environment;
6. Has a degree in law
7. Excellent written and spoken English
8. Effective communication skills
9. Excellent analytical skills

5. Technical Writer and Documenter (2) P40,000/month. On project contract basis. Benefits and bonuses not included.

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

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.

6. Communications Manager P50,000/month. On project contract basis. Benefits and bonuses not included.

Scope of Work and Responsibilities of the **Communications Manage** are, but not limited to:

1. Communicate and coordinate the progress of the IABPI Project to the main communications group of the Department of Finance
2. Develop the communication plan of the project for its national campaign to create goodwill and foster public acceptance of the changes imposed by the project; and to create (and maintain) good relations with all the project stakeholders
3. Draft a communication write-up for internal and external use
4. Find and help procure services that will deliver communication tools to be used by the project (ie. Info graphics, videos, social media campaigns, etc)
5. Coordinate with agencies on the work and confirmation on the business process
6. 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 drafts and final communication plan for the project
3. Submit write-ups on project activities when necessary and when there are requests
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. 5-10 years of experience in heading a communication campaign for a project (government or private)
2. College graduate of Mass Communication, Business, or Political Science (or like course), preferred
3. Graduated with top honors, preferred
4. Knowledge of government procedures and regulatory policies
5. Must have leadership skills and able to conduct group meetings and briefings
6. People oriented
7. Ability to coordinate and maintain good working relationship with different people from different government agencies
8. Excellent in written and spoken English and Filipino
9. Effective communication and analytical skills
10. Proficiency in MS Word, Excel, PowerPoint and Outlook required
11. Skill in using software for graphics and video editing (a plus)
12. Knowledgeable in using all media/social media platforms