

The ARTA Program of the Department of Finance (DOF) aims to streamline the complicated procedures and documents required to process revenue generating transactions of the government under the responsibility of the DOF. The Program aims to provide online solutions for the government to simplify documentation and frontline processes in trade and business.

DOF-ARTA is looking for the following to become part of the team that will modernize, streamline, automate trade agency documentation processes, and connect the government platform to foreign government systems:

I. DATA MANAGEMENT ANALYST

Work and Responsibilities:

- 1) Apply the project methodology based on the UNESCAP Business Process Analysis Guide to simplify trade procedures and streamlining the business process of each agency user;
- 2) Act as a facilitator in the workshops that begin from the capture of the current process to the final presentation of the simplified process;
- 3) Analyze the current process and propose the simplified business process;
- 4) Coordinate with the TRGAs on the work and confirmation on the business process;
- 5) Work with the TradeNet platform programmers on the automation of the platform;
- 6) Continue to develop the re-engineered process into a final Unified Modelling Language (UML) document in preparation for automation; and
- 7) Coordinate the work with the admin, research, communication and policy teams of the project

Qualifications:

- a) Graduate of Management/Industrial Engineering or courses with concentration on business process improvement and operations management
- b) Graduated with top honors, preferred
- c) Newly graduates will be considered but at 1-2 years qualified experience is preferred
- d) Must have leadership skills and ability to conduct group meetings
- e) People-oriented
- f) Ability to coordinate and maintain good working relationship with different people from different government agencies
- g) Excellent in written and spoken English and Filipino
- h) Effective communication and analytical skills
- i) Proficiency in Microsoft Word, Excel, PowerPoint, Outlook & Visio required

Contract Fee:

- P275,000 for five (5) months, with possible extension of contract. Fee is payable upon completion of required deliverables and milestones. Work starts August 2019.

II. DATA MANAGEMENT OFFICER

Work and Responsibilities:

- 1) Create (or update) the Technical Agency User Manuals for trade-related processes of Team assigned agencies lodged onto the TradeNet.gov.ph platform;
- 2) Create (or update) the Technical Client User Manuals for trade-related processes of TRGAs assigned to the Team and scheduled to be lodged onto TradeNet.gov.ph platform;
- 3) Document and provide stakeholders of records of agreements in every stage of the streamlining process of each agency, also including the NSW SC, NSW TWG and NSW TWG Cluster Meetings, by creating minutes of every meeting and workshop between agencies;
- 4) Archive and maintain the documents related to each assigned agency in the ARTA Program Library;
- 5) Coordinate with the appropriate offices of each agency to ensure that agreements made for the automated trade platform are institutionalized;
- 6) Determine the needs of end users and prepare the necessary documentation for such needs;
- 7) Work with the rest of the team members, the rest of the ARTA program support team, and assigned agency staff to organize trainings, workshops, etc.; and
- 8) Gather feedback from all stakeholders and translate these into simplified documents.

Qualifications:

- a) At least two (2) years experience in technical writing or customs broker knowledge/business process;
- b) Basic knowledge in IT processes, preferred;
- c) Graduate of Management Information Systems, Communications Technology Management, Management Engineering, or like courses;
- d) Knowledge in government procedures and regulatory policies;
- e) Excellent written and spoken English;
- f) Effective communication skills; and
- g) Expert in using communication tools and software such as MS Word, MS PowerPoint, Excel, etc.

Contract Fee:

- P225,000 for five (5) months, with possible extension of contract. Fee is payable upon completion of required deliverables and milestones. Work starts August 2019.

III. CYBERSECURITY ANALYST

Work and Responsibilities:

- 1) Serves as the TradeNet Platform Programmer and services the agency-users on TradeNet;
- 2) Conducts technical on-boarding of the programming of the process flow designed by the Data Management Analyst;
- 3) Conducts the different levels of testing of the business process methodology in TradeNet;
- 4) Conducts the technical adjustments during the pilot-testing process;
- 5) Provides inputs into the development and modification of systems to meet agency-users and client-user needs;
- 6) Provides technical support to agency-users and pilot-users;
- 7) Provides technical feedback for further enhancements and upgrades for TradeNet after process development and pilot implementation, *i.e.*, the back-end process;
- 8) Applies specialised knowledge to conceptualize, design, develop, unit-test, configure, and implement business process solutions and align with the objectives of TradeNet.

Qualifications:

- a) Graduate of Management Information Systems, Computer Technology, and like courses;
- b) 1-2 years work experience;
- c) Must have leadership skills and ability to conduct group meetings;
- d) Functional experience in software testing (*i.e.*, test execution and test-creation);
- e) People oriented;
- f) Ability to coordinate and maintain good working relationship with different people from different government agencies
- g) Excellent in written and spoken English and Filipino
- h) Effective communication and analytical skills
- i) Proficiency in Microsoft Word, Excel, PowerPoint, Outlook & Visio required

Contract Fee:

- P225,000 for five (5) months, with possible extension of contract. Fee is payable upon completion of required deliverables and milestones. Work starts August 2019.

For interested parties, please send your resume to MS. YLA PARAS at arta.dof@gmail.com on or before 3 August 2019.