

The Inter-Agency Business Process Interoperability (IABPI) Project of the Department of Finance is looking for **Junior Business Process Analysts** to become part of the team that will modernize, streamline, automate trade agency documentation processes and connect the government platform to foreign government systems. Work starts on July 2018.

Work and Responsibilities of the 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 and streamlining the business process of each agency user
2. Act as 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 agencies on the work and confirmation on the business process
5. Work with the DICT process analysts on the automation of the platform
6. Develop the simplified process into a final Unified Modeling Language (UML) document in preparation for automation
7. Coordinate the work with the admin, research, communication and policy teams of the project.

Deliverables and Requirements:

1. Monthly report to be submitted to the ARTA Program Manager and the Junior Project Manager under the Office of the Undersecretary
2. Provide the final Unified Modelling Language (UML) Diagram of the simplified process for each agency
3. Submit draft proposals, updates and recommendations to streamline the import/export agency documentation process
4. Flexible work hours equivalent to an average of 40 hours per week and stated in their monthly reports. Attendance to the office at least 3 times per week unless their presence is required to be outside the office to attend to agencies and official meetings.

Qualifications

1. Graduate of a Management Engineering, Operations Engineering, Industrial Engineering Degrees (or like courses in 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

The contract fee is P321,000 for six (6) months (renewable every six months in period of two years). The monthly (cut-off) fee is fifty-three thousand five hundred pesos (P53,500). This is the gross amount subject to taxes. The consulting fee is payable with a cut-off every 30th day the month with the completion of required deliverables and milestones.

For interested parties please send your resume and copy of NBI Clearance (if already available but not necessary at this stage) to: Ms. Riva Balicano at riva.balicano14@gmail.com.