PRIVATIZATION AND MANAGEMENT OFFICE (PMO)
NOTICE OF VACANT POSITIONS
14 October 2021

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS*				Place of Assignment	Other Requirements/ Considerations
			Education	Experience	Training	Eligibility		
1	Information Technology Officer I (Network Security Administrator) *(Reposting)*	19	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	None required	Information Technology Division	1. Working knowledge of security standards (NIST/ISO/IEC 27001, etc.) is preferrred. 2. Holder of security certifications (Cisco/CompTIA/EC-Council/ Microsoft, etc.) is an advantage.

Please address your application letter to PMO **Chief Privatization Officer GERARD L. CHAN** and submit through email address **dmgmadeja@pmo.gov.ph** with soft copies (PDF format) of the following requirements:

1. Personal Data Sheet (downloadable at www.csc.gov.ph)/Curriculum Vitae with current 2x2 picture
2. Service Record/Employment Certificates
3. Certificates of Trainings/Seminars attended
4. Certificate of Bar or Board Rating and License
5. School Transcript of Records and Diploma

The original documents should be presented once requested for validation. PMO shall not consider applications received after the deadline (10 days after publication of this notice). For any queries, call Human Resources at telephone no. 8818-8304.

Provided under the Civil Service Commission (CSC) Qualification Standards Manual and Memorandum Circular No.14, s. 2018.

Approved for Posting:

ELLEN H. RONDAEL
Deputy Privatization Officer
Chairperson, Human Resource Merit Promotion
and Selection Board

POSITION TITLE	STATEMENT OF DUTIES AND RESPONSIBILITIES
Information Technology Officer I (Network Security Administrator)	The Information Technology Officer I (ITO1) will be responsible for the efficient and secure operations of all computer, network and telecommunication systems. He/she will be installing, administering and troubleshooting PMO's security solutions/requirements. He/she will be monitoring and securing existing IT infrastructure against unauthorized access and cybersecurity threats or attacks. In addition, the ITO1 will be tasked to do the following duties and responsibilities: 1. Takes care of the security, privacy and backup of data; 2. Ensures preparedness for disasters that may affect computer operations by crafting business continuity and disaster recovery protocols; 3. Performs IT security assessments (risk assessments, network infrastructure reviews, information security policies and processes reviews, etc.) and analyzes threats, vulnerabilities, impacts and risks discovered from these assessments for mitigation/remediation; 4. Recommends and implements security policies or measures to protect the agency's data/information, application systems, software and hardware; 5. Plans, specifies, installs, configures, tests and maintains computer, network and telecommunication equipment and likewise maintains all records pertinent to said equipment; 6. Creates, updates and maintains technical documentation including network mapping and inventories of hardware and software components; 7. Conducts research and evaluation of the performance of existing network equipment and recommends replacement or procurement of new equipment if necessary; 8. Other tasks as may be assigned by Division Chief/Deputy Privatization Officer/Chief Privatization Officer. The ITO1 will work under the Information Technology Division (ITD) which handles and manages all the IT equipment (computers, network servers, peripheral devices and other computer paraphernalia) of the PMO. ITD is also in-charge of the repair and maintenance of local area network, software databases, websites, and systems security.