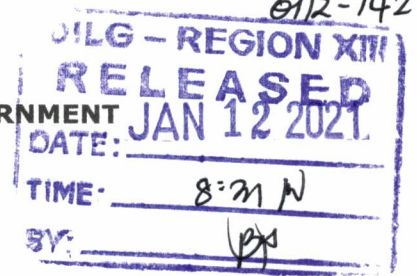




Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region XIII (CARAGA REGION)

NOTICE OF VACANCY

(As of January 8, 2021)



Title	Network Administrator
No. of Available Positions	1
Salary Grade	Php 30,000.00
Duration	January to December 2021 (renewable every 6 months)
Location of Work	DILG Regional Office XIII, Butuan City
Line of Reporting	DILG Regional Information Tech. Officer

Background:

In line with the MITHI approved and funded Information Systems Strategic Plan (ISSP) FY 2021 of the Department, the Information Systems and Technology Management Service (ISTMS) recommends this Terms of Reference for the hiring of job order (Network Administrator) to support the department effort in terms of establishment and maintenance of its system.

Educational and Experience:

- Bachelor's Degree in Information Technology, Computer Science or Engineering.
- Must have at least one (1) year of experience related to the job.

Skills and Qualifications:

1. Adequate knowledge in networking hardware such as CISCO, HP, Juniper, Dell and Allied Telesys and any of the firewall appliance /UTMs such as: Palo Alto, Fortigate, Sonicwall, Checkpoint etc.

2. Technical working knowledge on the following:

- a. VPN/IP SEC internet technologies and WAN Optimization both on IPv4 and IPv6
- b. Network applications and services such as Web/portals, email, GSM and SMS gateways, VoIP, IP Multicast and Video networks
- c. Network Management Systems (NMS)/Performance Management Technologies, tools and platforms such as MRTG/SNMP, netflow, Syslogs or (Proprietary systems like HP IMC or IRF, Ciscoworks, SpiceWorks, Solarwinds etc.)
- d. IP addressing and subnetting management
- e. High Availability network, Load balancing and fail over technique

Inter Personal Skills:

- Ability to cooperate and generate cooperation from colleagues and different kind of audiences
- Open mindedness
- Ability to accept criticisms
- Ability to quickly adapt to new environment

Duties and Responsibilities:


- Administer systems and servers related to LAN and WAN, VoIP, security and network equipment for the purpose of ensuring availability of services of authorized users;
- Design and create computer networks, network topology and network engineering (e.g. internet, intranet, VPN, FTP Servers, etc.) for the purpose of ensuring effective and efficient computer operations;

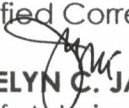
- Install and test servers software on a variety of platforms (e.g. application software, operating system, hardware upgrades, etc.) for the purpose of maintaining DILG LAN/WAN and VoIP systems;
- Maintain network operations and software applications (e.g. servers (file, WEB, database, proxy, etc.), operating systems, server backup, routine maintenance programs, etc.) for the purpose of ensuring efficient operations;
- Manage assigned projects and program components (e.g. migration to new systems; scheduling installations, product research, etc.) for the purpose of delivering services in compliance with established guidelines and/or objects;
- Participate in a variety of planning and development activities for the purpose of creating short and long range plans for the ongoing support to the department;
- Prepare written materials (e.g. procedures, system level documentation, reports, site surveys, operational documentation, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information;
- Troubleshoot malfunctions of network hardware and/or software applications within DILG's local and wide area networks, IP Telephony, and security systems (e.g. servers, router/switch, network protocols, etc.) for the purpose of resolving operational issues and restoring services;
- Performs related duties as required especially on documentations perhaps on preparing written references and materials (e.g. procedures, system level documentation, reports, site surveys, operational documentation, etc.) for the purpose of information dissemination;

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than **January 15, 2021**.

1. Fully accomplished Updated Personal Data Sheet **New CS Form 212 Rev. 2017** with **recent passport size** picture
2. Photocopy of Transcript of Records (TOR)
3. NBI Clearance

Send to: **LILIBETH A. FAMACION, CESO III**
Regional Director
DILG Region XIII (Caraga)
Purok 1A, Upper Doongan, Butuan City

Prepared:

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Information Tech. Officer

Approved:

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Regional Director