



**NOTICE OF VACANT POSITION**

Date of Publication: 05 April 2024

The Science and Technology Information Institute (STII) of the Department of Science and Technology (DOST) is in need of personnel to occupy the following vacant positions:

**Position** : **Information Systems Analyst II**  
**Status of Engagement** : Permanent  
**Position Code** : STIIB-INFOSA2-2-2024  
**Salary** : P 39,672.00  
 Salary Grade 16  
**Assignment** : Office of the Director -  
 Management Information Systems and Planning  
 Section  
**No. of Vacancy** : 1

<b>Requirements:</b>	
Education	Bachelor's degree relevant to the job
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	CSC Second Level Eligibility, PD 907 RA 1080
<b>Additional Qualification/s:</b>	Proven track record in the following fields: <ol style="list-style-type: none"> <li>1. Availability Management</li> <li>2. ICT Asset Management</li> <li>3. Information Communication Technology (ICT) Program / Project Management</li> <li>4. Information Security Management</li> <li>5. Information Strategy and Governance</li> <li>6. Information Communication Technology (ICT) Systems Administration and Support</li> <li>7. User Experience Evaluation</li> <li>8. Release and Deployment</li> <li>9. Records Management</li> </ol>

	10. Attention to Detail 11. Time Management 12. Computer Literacy
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## Position/Job Description

- Analyzes service and component availability, reliability, maintainability, and serviceability.
- Conducts testing of recovery procedures regularly.
- Implements and orients arrangements for disaster recovery and documents recovery procedures.
- Evaluates records to ensure that they capture the asset lifecycle data right from acquisition, purchase, and assignment to expiry and decommissioning.
- Communicates and checks that ICT assets are optimized, deployed, stored, and accounted according to established quality and legal standards.
- Plans, schedules, monitors, and reports on activities related to the program, ensuring that there are appropriate and effective governance arrangements, supported by comprehensive reporting and communication.
- Reviews/studies the design, procurement, installation, upgrading, operation, control, maintenance (including storage and communication of data, voice, text, audio and images), and effective use of ICT infrastructure components and monitors their performance.
- Monitors security breaches against established standards and resolves simple and routine security administration issues whenever requested.
- Conducts routine risk assessment and identification of vulnerability issues on information systems, and prepares corresponding reports, observing established standards and procedures. Crafts penetration tests scripts, materials, and test packs to test new and existing software or services to identify real and potential anomalies, risks, and issues.
- Reviews security administration procedures and compliance records to determine if identified security breaches are addressed promptly and within established standards.
- Updates knowledge on malware attacks and security threats and apprises recurring and emerging security issues, finds measures to address them.
- Obtains and acts on vulnerability information, conducts security risk assessments, business impact analysis, and accreditation on complex information systems.
- Conducts periodic testing using in-depth technical analysis of risks and typical vulnerabilities of DOST STII's IT system. Evaluates and checks that data backup and recovery systems are properly working at all times.

- Evaluates issues and constraints pertaining to compliance with ICT regulations, standards, and codes of good practice and recommends measures for improvement.
- Communicates and explains how policies, plans, standards, and processes guide the provision of enterprise IT services and affect work across DOST STII, and how compliances secure the integrity of information and minimize risks.
- Evaluates the evolving risk and information control requirements arising from planned IT enabled change and prepares recommendations for integration in the ISSP and enhancement of ICT policy, standards, and guidelines.
- Uses application and network management software and tools to investigate and diagnose network problems, collect performance statistics, and create reports, working with users, other staff and suppliers as appropriate.
- Maintains application and network support processes, and checks that all requests for support are dealt with according to agreed procedures and service level agreement.
- Uses application and network management software and tools to investigate and diagnose network problems, collect performance statistics, and create reports, working with users, other staff, and suppliers, as appropriate.
- Evaluates requirements and selects the usability tests (formative, summative usability tests, moderated or unmoderated) suitable to the objective and nature of evaluation.
- Evaluates the stability of requirements against changes in the context of use. Interprets and presents results of evaluations to design team(s), prioritizing usability issues.
- Conducts post release reviews for integration to systems enhancement and checks if documentation is updated.
- Evaluates and checks that release processes and procedures are applied and that releases can be rolled back as needed.
- Reallocates one's time to ensure the completion of his/her own assigned work/responsibilities and helps others perform effectively. Delegates appropriately to ensure that he or she is focused on longer-term strategic projects.
- Monitors and reviews various information technology activities and services. Performs systematic back up procedures. Shows resourcefulness in using new and available technologies.
- Analyzes strengths and weaknesses of current technologies. Keeps updated on new technologies in one's field and implements them in the job.

DOST-STII encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those of any sexual orientation and gender identity expressions (SOGIE) to submit the following documents **IN ORDER** to [hr@stii.dost.gov.ph](mailto:hr@stii.dost.gov.ph) and by accomplishing the form through this link:

[https://docs.google.com/forms/d/e/1FAIpQLScpFq78CL7HroZ459g0zMKKFD60ToZMH54EqgyK5Pd\\_HAeTQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLScpFq78CL7HroZ459g0zMKKFD60ToZMH54EqgyK5Pd_HAeTQ/viewform)

1. Letter of Application with position code addressed to Director Richard P. Burgos
2. Updated Personal Data Sheet (PDS) with recent picture (CS Form 212 revised 2017; <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>)
3. Updated Resume
4. Updated Work Experience Sheet (CS Form 212 attachment; <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>)
5. Diploma and Official Transcript of Record
6. Certificates of relevant training
7. Certificate of Employment with Actual Duties and Responsibilities
8. IPCR
9. Certificate of Awards (if applicable)
10. Certificate of eligibility

**The deadline for the submission of applications is on April 20, 2024.  
Only shortlisted applicants with complete documents will be notified.**