**PUBLICATION OF VACANT POSITIONS**

**(In compliance with RA 7041)**

**The Construction Industry Authority of the Philippines (CIAP)** is an Equal employment Opportunity Principle (EEOP) advocate. We encourage and welcome qualified applicants regardless of disability, sexual orientation, gender identity/expression, age, religion, and ethnicity (2017 ORAOHRA, as amended and RA 10524).

**CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES (CIAP)**

***Policy and Program Coordination and Monitoring Division***

Position Title : **INFORMATION TECHNOLOGY OFFICER**

Monthly Salary: 45,000.00

Place of Assignment: CIAP Office, Makati City

Qualification Requirements:

* Graduate of any IT Course
* With IT related certification (i.e. CISCO certified network associate, CompTIA Network Certification)
* Has knowledge in programming
* With at least two (2) years relevant experience

**JOB DESCRIPTION**:

* Shall administer and maintain IT infrastructure/equipment and network facilities of the agency, ensuring security and efficiency of IT infrastructure.
* Assist in the installation, configuring and testing of software, hardware and computer networks and application systems.
* Maintain computer networks and solving problems that may occur with them.
* Responsible for the daily upkeep, configuration and reliable operation of computer systems in the organization.
* Shall develop, customize and maintain automated application systems for efficient and effective service of the CIAP.
* Ensure that database are properly secured, backed up and recovered quickly.
* Provide IT assistance and support in the implementation of the CIAP Information System Strategic Plan (ISSP).
* Assist in the formulation of IT related policies, guidelines and procedures that are align with industry standards.
* Monitor system performance and troubleshooting issues.
* Perform other duties as may be assigned.

Interested applicants are required to submit **one (1) set** of the following documents, for every position applied for:

* Application Letter
* PDS/Comprehensive Resume with **recent Photo**
* Copy of Transcript of Records and Diploma (Bachelor’s and /or Master’s Degree)
* Copy of Training/seminars attended or Mandatory Continuing Learning Education
* Copy of Certificate of CSC Eligibility/PD 907/RA 180 (copy of Bar Rating)
* Certificate of Employment (Previous and Present)

QUALIFIED APPLICANTS are advised to send through courier/email their application to:

**RUFINO H. TIVIDAD**

Chief Administrative Officer, AFMD

Const. Industry Authority of the Philippines (CIAP)

5Flr Executive Bldg. Center Gil Puyat Ext. corner Makati Avenue, Makati City

Email Address : [ciapjobs@construction.gov.ph](mailto:ciapjobs@construction.gov.ph)