

TERMS OF REFERENCE

Position	:	Planning Officer I
Division/Service	:	National ICT Planning Development Division/ National Planning and Corporate Management Bureau
Appointment Status	:	Job Order
Duration	:	July 01, 2021 to December 31, 2021 [Six (6) Months]
Monthly Salary	:	Salary Grade 11 + 20% Premium
<p>PARTICULARS: Responsible for the provision of technical, logistical, and other administrative support services to ensure the implementation of cohesive strategy on conceptualization and formulation of the ICT plans and frameworks being developed by the NIPDD.</p>		
<p><u>DUTIES AND RESPONSIBILITIES:</u></p> <p>Under the direct supervision of the Officer-in-Charge, National ICT Planning Development Division (NIPDD), the PLO I in a job order basis, shall be tasked to perform the following:</p> <ul style="list-style-type: none"> ● Undertake table research and conduct round table discussions, researches and surveys, focus group discussions (FGDs) and meetings relevant to the conceptualization and formulation of ICT plans and frameworks in consideration of existing national policy frameworks for ICT sector (e.g. PDS, PDP, etc.) and international best practices as reference documents, and understanding of key areas of concerns, such as national development goals, ICT laws, policies, rules and regulations; ● Provide support in the preparation of policy, technical and economic issues that may develop or occur within the period of the contract for consideration in the timely conceptualization and formulation of ICT plans and frameworks; ● Assist in the conceptualization of workshop design and program of activities of promotion and advocacy activities of ICT plans and frameworks and of other related activities in the implementation period that may be required from time to time; ● Closely collaborate with the lead researchers for the conceptualization and formulation of ICT plans and framework related activities such as baseline analysis and targeting, documentation of consultations held, etc.; ● Monitor and evaluate the results of activities using the performance measurement framework for the conceptualization and formulation of Smart Villages Framework and Digital Philippines Program; ● Perform any other tasks deemed necessary to achieve the objectives of the ICT plans and frameworks in accordance to the instruction of NPCMB Director, NIPDD Chief and Senior Staff; ● Provide substantial support on the implementation of Digital Terrestrial Television Broadcasting (DTTB) Migration Plan Communication Strategies; ● Conduct of desk research and other data gathering activities for the review and assessment of ICT plans; and ● Comply with the policies, code of conduct, and other applicable rules and regulations. 		
<p><u>DELIVERABLES:</u></p> <ul style="list-style-type: none"> ● Work plan based on the adopted methodology; ● Presentation materials relevant to the ICT plans and frameworks; ● Preparatory documents necessary for the conduct of surveys, policy and plan formulation for the implementation of ICT plans and frameworks; ● Plans, policies and standards that is necessary for the conceptualization and formulation of the ICT plans and frameworks; 		

- Operational and conceptual design for the consultations and public hearings for the conceptualization and formulation of the ICT plans and frameworks;
- Research results, conclusion and recommendations as input to the conceptualization and formulation of ICT plans and frameworks;
- Progress report and assessment of ICT plans; and
- Weekly and monthly progress reports in collaboration with the Chief, NIPDD and Senior Staff.

QUALIFICATIONS:

- Bachelor degree relevant to the job;
- Possesses high communication, technical writing and IT skills;
- Proficient in research works; and

ADDITIONAL PREFERRED ATTRIBUTES:

- IT blogging experience;
- Knowledge in applying appropriate research techniques; and
- Can work with minimum supervision.

Prepared by:

GEMMA P. BAYSIC

Chief, National ICT Planning Development Division

Approved by:

MARIA TERESA MAGNO-GARCIA

OIC-Director, National Planning and Corporate Management Bureau

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