

TERMS OF REFERENCE

Position	:	Planning Officer II
Division/Service	:	National ICT Planning Development Division/ National Planning and Corporate Management Bureau
Appointment Status	:	Job Order
Duration	:	January 03, 2022 to June 30, 2022 [Six (6) Months]
Monthly Salary	:	Salary Grade 15 + 20% Premium
<p>PARTICULARS: Responsible for the provision of technical, logistical, and other administrative support services to ensure the implementation of cohesive strategy on the development of plans for the Green Digital Initiative and preparation of proposals and interventions to international commitments</p>		
<p><u>DUTIES AND RESPONSIBILITIES:</u></p> <p>Under the direct supervision of the Chief, National ICT Planning Development Division (NIPDD), the PLO II in a job order basis, shall be tasked to perform the following:</p> <ul style="list-style-type: none"> ● Develop a work plan for the division regarding the development of the Green Digital Initiative; ● Undertake table research and conduct round table discussions, researches and surveys, focus group discussions (FGDs) and meetings relevant to the development of the Green Digital Initiative and preparation of proposals and interventions to international commitments 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; ● Prepare, synthesize and package papers on policy, technical and economic issues that may develop or occur within the period of the contract for consideration in the timely development of the Green Digital Initiative and preparation of proposals and interventions to international commitments; ● Identify, review and analyze policies and standards which may be of significance in enriching the elements, trends, and thrusts for the overall achievement of the Green Digital Initiative mission and vision; ● Conceptualize workshop design and program of activities of promotion and advocacy activities of the Green Digital Initiative and of other related activities in the implementation of the plans that may be required from time to time; ● Closely collaborate with the lead researchers for the development of the Green Digital Initiative and preparation of proposals and interventions to international commitments 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 development of the Green Digital Initiative and preparation of proposals and interventions to international commitments; ● Perform any other tasks deemed necessary to achieve the objectives of the Green Digital Initiative and other international proposals and intervention 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; ● Provide substantial support in the conceptualization and conduct of activities related to the development and implementation of various ICT plans and frameworks such as the 		

E-Government Masterplan 2022, Digital Innovation Ecosystem Profile and the National ICT Ecosystem Framework; and

- Comply with the policies, code of conduct, and other applicable rules and regulations.

DELIVERABLES:

- Work plan based on the adopted methodology;
- Presentation materials relevant to the development of the Green Digital Initiative and preparation of proposals and interventions to international commitments;
- Preparatory documents necessary for the conduct of surveys, policy and plan formulation for the development of the Green Digital Initiative and preparation of proposals and interventions to international commitments;
- Comprehensive and synthesized report and analysis of related plans, policies and standards that is necessary for the development of the Green Digital Initiative and preparation of proposals and interventions to international commitments;
- Operational and conceptual design for the consultations and other data gathering methods for the development of the Green Digital Initiative and preparation of proposals and interventions to international commitments;
- Research results, conclusion and recommendations as input to the development of the Green Digital Initiative and preparation of proposals and interventions to international commitments;
- 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
- At least one (1) year of related experience

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:

ALANA G. RAMOS

OIC-Director IV, National Planning and Corporate Management Bureau