



POSITION AND COMPETENCY PROFILE

PCP No. 18-ES

Revision Code: 00

Position Title	Director III	Salary Grade	27
Parenthetical Title	none	Strand	OM
Office/Division	Regional Cluster Office	Bureau/Service	Regional Offices
Reports to	Undersecretary for Countryside Development; Director IV	Effectivity Date	
Positions Supervised	Administrative Assistant III Administrative Aide IV (Driver II), CT Technical Operations Division Administrative and Finance Division	Page/s	5

GENERAL FUNCTIONS OF THE REGIONAL OFFICE

1. Assist the Regional Director in leading in the implementation of programs, projects and services of the DICT in the regions in consonance with the National ICT Agenda;
2. Confer with the Regional Director with the management and the provision of ICT services and technical assistance to partner agencies, local government units and other local stakeholders;
3. Establishes partnerships with various stakeholders, government and private in furtherance of the National ICT agenda; and
4. Assist in leading the direction in the provision of needed administrative, human resource, finance and other general services support needed to operate the Regional Office.

JOB SUMMARY

1. Provide assistance to the Regional Director for expert guidance and management of the implementation of the programs, projects, and services of DICT in the regions;
2. Oversee the provision of technical assistance to partner agencies, local government units and other local stakeholders and reports to the Regional Director for further instructions;
3. Assist in the management of the day to day operations of the Regional Cluster Office and serves as chief mobilizer of resources and overseer of all activities and deliverables ensuring high quality of outputs and efficiency of operations of the entire Office.

QUALIFICATION STANDARDS

A. Position Classification: Career Officer Technical

B. DICT Mandatory Qualification

Education	Bachelor's Degree (Master's Degree holder relevant to the position/area of expertise, an advantage)
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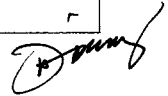
Experience	<ul style="list-style-type: none"> • Must have at least 3 years extensive exposure in the ICT sector and experience in managing ICT project implementation at regional level and in working with the ICT key players and stakeholders • At least 3 years experience in program planning, budgeting and personnel management; • Has established working linkages with key ICT and government leaders, both national and regional;
Eligibility	Preferably Career Executive Service (CES)/Career Service Executive Eligibility (CSEE)
Trainings	120 hours of supervisory/management learning and development intervention, Project Management, ICT Planning, Administrative and Financial Management undertaken within the last 5 years

PRIMARY WORKING RELATIONSHIPS

Provides Services For	FOR THE PURPOSE OF
1. Office of the Secretary / Office of the Undersecretary for Countryside Development	<ul style="list-style-type: none"> • Comprehensive status report of ICT development in the region to appropriately identify suitable programs, activities and projects from among the DICT initiatives
2. Stakeholders and Partners such as but not limited to: <ul style="list-style-type: none"> • Regional Government Agencies, Local Government Units • Academe • ICT Industry • Technology Startup Communities • Online Freelancing/eCommerce Stakeholders • ICT Users 	<ul style="list-style-type: none"> • Development of implementation plans, coordination and promotion of the ICT Programs, Activities and Projects (PAPs) in the countryside/regions generally anchored in the DICT initiatives; and • Monitoring and Evaluation of the DICT projects in the countryside/regions.
3. Other Bureaus, Services and Divisions of the Department	<ul style="list-style-type: none"> • Consultation and management direction for an efficient regional operations for matters such as but not limited to administrative, finance and budget, human resources, projects, systems and processes

FUNCTIONS OF THE POSITION

<ol style="list-style-type: none"> 1. Provides management direction on the development of implementation plans of strategic ICT programs and projects in the regions; 2. Oversee the development of promotional guidelines, M&E framework plans of the Region's PAPs; 3. Leads in the establishment and maintenance of strategic linkages with ICT partners, key players and stakeholders in the region; and 4. Manages the overall operations of the Regional Office and ensure that all programs, activities and projects are in aligned with the Department's development plans.



DUTIES AND RESPONSIBILITIES

Technical Functions:

1. Development of plans, policies and standards
 - a. Assist in the planning and formulation of Regional ICT PAPs anchored in the Department's initiatives;
 - b. Lead and confer with the Regional Director the development and harmonization of policies and standards in the Regional operations and ensure that they are compliant to governing bodies such as but not limited to the Civil Service Commission, Commission on Audit, Department of Budget and Management and Treasury;
 - c. Lead in the development of comprehensive status report of ICT development in the region to appropriately identify suitable programs, activities and projects from among the DICT initiatives and refer to the Regional Director for endorsement; and
 - d. Assist in the formulation communications and feedback systems.
2. Management, supervision and implementation of plans, policies and standards
 - a. Assist in the provision of management direction in the administrative, budgetary, personnel requirements and other resources for an effective and efficient Regional Office operations;
 - b. Lead the advocacy and promotions of different ICT initiatives in the regions; and
 - c. Assist in the implementation of effective monitoring and evaluation systems for all regional PAPs to gauge achievements, success indicators, budget funds disbursements and others.
3. Establishment of networks, linkages and partnerships
 - a. Assist in the establishments and strengthening of linkages and partnerships among stakeholders in the region;
 - b. Support the Regional Director in fostering a harmonious and strong working relationship among partners for a sustainable ICT development in the region; and
 - c. Build linkages among ICT players in the regions such as but not limited to the Local Government Units, National Government Agencies, the Academe and others.

Managerial and Supervisory Functions:

4. Performance and Staff Management
 - a. Monitors and evaluates the office performance according to its KRAs and targets, including alignment of work assignments and confer with the Regional Director for improvements;
 - b. Assist in the review of existing processes, systems and procedures and apply new methods and technologies to improve work processes and enhance efficiency of regional operations;
 - c. Ensures office and staff compliance with the existing government rules and regulations of governing bodies such as but not limited to Civil Service Commission, Commission on Audit, Procurement Service and others;
 - d. Monitors and evaluates individual and team performance against IPCRs and set KPIs, provide feedback, and communicate the need for work commitment; and
 - e. Assist in the evaluation of the overall staff performance of the regions and build strong teams through recommendation for formal training, diverse assignments, coaching, mentoring, and other development techniques, to achieve goals, plans and programs of the regions.

5. Performance and Staff Management
 - a. Monitors and evaluates the office performance according to its KRAs and targets, including alignment of work assignments and confer with the Regional Director for improvements;
 - b. Assist in the review of existing processes, systems and procedures and apply new methods and technologies to improve work processes and enhance efficiency of regional operations;
 - c. Ensures office and staff compliance with the existing government rules and regulations of governing bodies such as but not limited to Civil Service Commission, Commission on Audit, Procurement Service and others;
 - d. Monitors and evaluates individual and team performance against IPCRs and set KPIs, provide feedback, and communicate the need for work commitment; and
 - e. Assist in the evaluation of the overall staff performance of the regions and build strong teams through recommendation for formal training, diverse assignments, coaching, mentoring, and other development techniques, to achieve goals, plans and programs of the regions.
6. Planning and management of the resources of the Regional Office
 - a. Assist in the management of assets including but not limited to real assets for optimal use;
 - b. Review and endorse for approval the annual work and financial plan including procurement plan; and
 - c. Assess and recommends resource requirements for approval of the management to ensure that the Office has sufficient resources (e.g. office space, equipment, furniture, supplies, etc.) for efficient operations and implementation of programs and projects;
7. Report to the Regional Director and/or the Undersecretary for Countryside Development on a regular basis for matters concerning the regional operations of the Office for the ExeCom and ManCom;
 - a. Prepares organization-wide reports on policy implementation and program administration for the perusal of the Management; and
 - b. Performs such other tasks as may be assigned by the Undersecretary for Countryside Development and/or the Secretary.

Minimum Competency Required

CORE COMPETENCY	KNOWLEDGE	SKILLS
1. Strategic and critical thinking	<ul style="list-style-type: none"> • Organizational planning and development for regional operations • Project Management • Design processes and systems 	<ul style="list-style-type: none"> • Superior leadership skills
2. Linkaging and networking for productive partnership	<ul style="list-style-type: none"> • Stakeholders Analysis 	<ul style="list-style-type: none"> • Building collaborative working relationship skills within and outside the DICT
3. Leading change	<ul style="list-style-type: none"> • Change management • Performance management 	<ul style="list-style-type: none"> • Negotiation and mitigation skills • Coaching and mentoring
4. Monitoring and Evaluation	<ul style="list-style-type: none"> • M&E Framework Methodologies • Impact Analysis 	<ul style="list-style-type: none"> • Data analysis and evaluation skills

5. Planning and Organizing	<ul style="list-style-type: none"> • Program Planning and implementation • Planning Cycle Methodologies 	<ul style="list-style-type: none"> • Research skills • Technical writing skills
6. Communications and Advocacy	<ul style="list-style-type: none"> • Communications and feedback mechanism/management • Advocacy Planning 	<ul style="list-style-type: none"> • Superior communication skills
7. Technical proficiency relevant to the Service/Bureau area	<ul style="list-style-type: none"> • Program and project implementation 	<ul style="list-style-type: none"> • Expert in the technical skills relevant to the Service/Bureau area

