CONTRACT OF SERVICE VACANCY

Support to the FY 2020 ISSP Funded Projects

CONTRACT OF SERVICE : DATA ANALYST
Compensation (SG-14) : PhP 27,755.00 per month

To carefully and successfully examine complex data from the regions and turn it into information and insight for decision and policy formulation, the DILG regional offices would like to invite applicants for the Data Analyst with the following requirement and qualification

EDUCATIONAL REQUIREMENT
Bachelor’s Degree in Information Technology / Computer Science / Statistics or equivalent.

QUALIFICATIONS

- Must have at least one (1) year of experience related to the job
- Technical working knowledge on the following:
  - Data Cleaning
  - Data Analysis
  - Relational Database Management Systems (RDBMS) preferably MySQL / Maria DB database
  - Structured Query Language (SQL)
- Intermediate level technical writing and communication skills
  - Conduct research and write-up relative to data quality management.
  - Prepares draft memorandum letter
- Inter personal skills
  - Ability to cooperate with colleagues and different kind of audiences
  - Open minded
  - Output Oriented
  - Ability to accept criticism
  - Ability to quickly adapt to new environment

DUTIES AND RESPONSIBILITIES
The Data Analyst must provide the following services:

- Provide Data Quality Development Plan.
- Comply with the Data Quality Management
- Identify, compare, and resolve data quality problems within the region.
- Evaluate large dataset for quality and accuracy.
- Work with Database Administrator to correct data quality errors.
- Determine root cause for data quality errors and make recommendations for solutions.
- Research and determine scope and complexity of issue so as to identify steps to fix issue.
- Develop process improvements to enhance overall data quality.
o Develop and execute data cleanup measures.
o Maintain a record of original data and corrected data.
o Ensure adherence to data quality standards.
o Resolve all internal data exceptions in timely and accurate manner.
o Identify areas of improvement to achieve data quality.
o Analyze, query and manipulate data according to defined business rules and procedures.
o Works under the supervision of the Regional Information and Technology Officer (RITO)
o Performs other related duties and responsibilities as may be directed by higher authorities

**DURATION OF WORK**
- The Data Analyst shall report to the Regional Information and Communications Technology Unit from Monday to Friday and with a minimum of 40 work-hours per week, except when on official travel as authorized through a duly approved Office Order, Travel Order or Regional/Department Order.
- The duration of the engagement is 3 months and may be renewed thereafter

The above position is open to all qualified applicants regardless of gender, civil status, disability, ethnicity and/or religion. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **December 19, 2019**.

**Documents**
- Fully accomplished and subscribed Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Series of 2017) which can be downloaded at www.csc.gov.ph;
- Photocopy of the certificate of board rating/license;
- Photocopy of Transcript of Records; and
- Photocopy of Certificates of Employment and Certificate of Trainings Attended.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier their application to:

[Signature]
MARLO D. IRINGAN
Regional Director
DILG-CAR
Barangay Center, Upper Session Road
Engineer’s Hill, Baguio City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

FAD-HR

“Matino, Mahusay at Maaasahan” TV: 06-2019- FAD0723