



Outsourcing of Services

JOB DESCRIPTION

Position Title : **GIS SUPPORT STAFF**
Department/Office : **MANAGEMENT INFORMATION SYSTEM DEPARTMENT**

POSITION SUMMARY:

Primarily responsible for the collection of geographical and spatial information and its storage, analysis, and presentation. Works with related GIS software and programs in the creation, maintenance, and management of spatial data and/or maps that can be combined with geographically referenced data. Has the capacity to different types of data such as socioeconomic, demographic, administrative or political boundaries, land use, land cover, environmental, infrastructure, and transportation networks.

DUTIES AND RESPONSIBILITIES:

1. Collects, analyzes, standardizes, and digitizes geospatial and tabular datasets of the Clark Civil Aviation Complex (CCAC).
2. Facilitates the development of a lot information plan for all areas of the CCAC.
3. Maintains the accuracy of GIS databases and related documentation.
4. Develops, implements, and maintains GIS applications.
5. Provides GIS support, services and products (maps, reports, etc.) to users.
6. Coordinates with the Bases Conversion and Development Authority (BCDA) and its subsidiaries and other concerned agencies concerning the integration of GIS data.
7. Produces GIS-based analyses with accompanying graphics.
8. Uses GIS technologies, enters and manipulates systems and attributes data from manual sources (maps, drawings, documents, etc.) and digital source records.
9. Transfers digital data to and from other agencies and consultants.
10. Assists the Corporate Planning Department, Marketing Department, Engineering Department and CIAC management in utilizing GIS to produce maps, charts, and other graphical data reports, as needed.
11. Facilitates the implementation of surveying works within the CCAC.
12. Designs and edits customs queries, scripts, macros, and other methods.
13. Facilitates staff training on the use of available GIS tools.
14. Performs ad hoc tasks that may be assigned from time to time by superior.



MINIMUM QUALIFICATION STANDARDS:

- | | |
|------------------------------|--|
| Education | : Bachelor's Degree in Engineering, preferably Geodetic or equivalent |
| Experience | : Must have at least one (1) year work experience in the management and utilization of Geographic Information System (GIS) |
| Training | : ArcGIS Pro: Essential Workflows, Sharing GIS Content using ArcGIS |
| Licenses/Certificates | : |
| Others | : Proficient in the handling of datasets, geodatabases, shapefiles, autocad operations, and other GIS files. |



Outsourcing of Services

JOB DESCRIPTION

Position Title : **PROGRAMMER**
Department/Office : **MIS & GIS DEPARTMENT**

POSITION SUMMARY:

Primary responsibility is to develop, test, analyze and maintain new and existing software applications in support of the achievement of business request requirements. This includes not limited to writing, coding, testing and analyzing software programs and applications. The Programmer will also research, design, document and modify specifications throughout the production life cycle.

DUTIES AND RESPONSIBILITIES:

1. Collaborate with developers, programmers and designers in conceptualizing the development of new software programs and applications;
2. Analyze and assess existing business system and procedures;
3. Assist in the definition and specifications on a project – by – project basis in collaboration with internal users and departments;
4. Assist in defining software developments project plans including scoping, scheduling and implementation;
5. Research, identify, analyze and fulfill requirements of all internal and external program users;
6. Coding and testing of software;
7. Develop and deploy software applications;
8. Execute code builds to test the production environment;
9. Fix bugs of new and existing software;
10. Maintain documentation as per company standards;
11. Provide testing documentation, training and support for third – party software products;
12. Resolve user-submitted problems and questions;
13. Monitor software performance tests on new and existing programs for the purposes of correcting errors, isolating areas for improvement and general debugging;
14. Develop and maintain user manuals and guidelines;
15. Train end users to operate new or modified programs;
16. Install software project for end users as required;
17. Performs ad hoc tasks that may be assigned from time to time.



MINIMUM QUALIFICATION STANDARDS:

- | | |
|------------------------------|--|
| Education | : Bachelor's Degree in Computer Science, Bachelor's Degree in Information Technology or their equivalent. |
| Experience | : Must have at least one (3) year work experience in software development. |
| Training | : |
| Licenses/Certificates | : |
| Others | : Excellent understanding of coding methods and best practices, prior experience interviewing end-users for insight on functionality, interface, problems and/or usability issues, hands-on experience developing test cases and test plans, able to communicate effectively with non-technical staff and with members of interdisciplinary teams, Must be knowledgeable in PHP, Javascript, JQuery, VB.Net and VB6, knowledgeable in using Microsoft SQL Server, understanding of object – oriented programming, ability to write clean and well documented code, excellent complex problem solving and critical thinking skills. |



Outsourcing of Services

JOB DESCRIPTION

Position Title : **COLLECTION ASSISTANT**

Department/Office : **TREASURY DEPARTMENT**

POSITION SUMMARY:

The collection assistant is responsible for managing and monitoring of current and past due accounts and ensures timely collection of receivables and payments from various locators.

DUTIES AND RESPONSIBILITIES:

1) Administrative Support

- a) Prepares the following:
 - Order of Payment
 - Notice of Delay in Payment
 - Collection Letter
- b) Posting of payments, bills or invoices to the Locator Ledger.
- c) Updating and sending Statement of Accounts (SOAs) to locators.
- d) Perform other tasks and responsibilities that may be assigned from time to time.

2) Reviewing and Monitoring

- a) Monitoring the foreign exchange rate for the day.
- b) Monitoring the validity of Performance/Security/Surety Bonds of locators.
- c) Monitoring bank statements for interbranch, fund, and wire transfer payments.
- d) Reviewing outstanding balances of current accounts.
- e) Reviewing outstanding balances of past due accounts.
- f) Checking of emails for payment advice or other client/locator concerns.

3) Communicating

- a) Addressing client/locator concerns thru phone calls and e-mails.
- b) Reminding clients/locators prior due date to settle its current obligation.
- c) Continuously follow-up clients/locators after the due date when no payment has been made.
- d) Updating the Senior Collection Officer regarding the locator's outstanding balance and latest payments.



MINIMUM QUALIFICATION STANDARDS:

Education	:	Must be a Bachelor's Degree Holder preferably Accounting/Finance/Business-related courses
Experience	:	At least one (1) year related work experience
Training	:	
Licenses/Certificates	:	
Others	:	<p>Skills</p> <ul style="list-style-type: none"> • Good oral and writing communication skills (<i>refer to 3 of Duties</i>) • Analytical and mathematical skills (<i>refer to 1 & 2 of Duties</i>) • Must have knowledge in MS Office Applications such as Word, Excel and PowerPoint (<i>refer to 1 of Duties</i>) <p>Abilities/ Attitude</p> <ul style="list-style-type: none"> • Must be customer service oriented, trustworthy and with integrity (<i>refer to 3 of Duties</i>) • Demonstrate positive public relations skills (<i>refer to 3 of Duties</i>) • Exceptional attention to details (refer to 1 and 2 of Duties) • Must be hardworking and can work even under pressure (<i>refer to 1-3 of Duties</i>) • Must be willing to work beyond regular working hours as deemed necessary (<i>refer to 1-3 of Duties</i>)



Outsourcing of Services

JOB DESCRIPTION

Position Title : **ENCODER/ADMINISTRATIVE ASSISTANT**

Department/Office : **HUMAN RESOURCES DEPARTMENT**

POSITION SUMMARY:

Responsible for preparing and organizing various HR records by encoding/processing data, digitizing documents, and updating databases/files in preparation for the testing and implementation of the Human Resources Information System (HRIS) project.

DUTIES AND RESPONSIBILITIES:

1. Prepare and organize source of data by compiling, sorting, and verifying the pertinent information to be included in employee/HR's e-records.
2. Convert printed documents into digital formats.
3. Organize digital files by categorizing and creating folders per employee or by subject, if necessary.
4. Accurately encode necessary data to relevant spreadsheets, database, or system's module according to the required format.
5. Verify entered data by reviewing, correcting, deleting, reentering data and combining data from various files to eliminate duplication of data.
6. Maintain files and records so they remain updated and easily accessible.
7. Update and report the status/inventory of the assigned records on a weekly basis.
8. Utilize office machines and equipment such as photocopier/scanner, printers etc. and computers for the assigned tasks.
9. Perform other tasks and responsibilities that may be assigned from time to time as administrative support to the department.



Management System
ISO 9001:2015



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MINIMUM QUALIFICATION STANDARDS:

- Education** : Graduate of any Bachelor's Degree. _____
- Experience** : Preferably with 1 year related work experience. _____
- Training** : _____
- Licenses/Certificates** : _____
- Others** : Must be keen to details, proactive and can work even under pressure. _____



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Outsourcing of Services

JOB DESCRIPTION

Position Title : **ADMINISTRATIVE ASSISTANT**
Department/Office : **SPECIAL CONCERNS DEPARTMENT**

POSITION SUMMARY:

Provides administrative support to the department in areas involving inventory, record-keeping, preparation of reports, intra and inter-agency coordination and other related tasks.

DUTIES AND RESPONSIBILITIES:

1. Confirms census of Informal Settlers occupying lands within the CCAC, inventory of improvements, trees and crops and Parcellary Mapping of identified areas within the CCAC.
2. Meet and coordinate with Informal Settlers and facilitate and process documents needed for providing financial assistance.
3. Coordinate with BCDA, CDC and the LGU on additional assistance to Informal Settlers.
4. Maintain an updated filing system of all data gathered.
5. Prepares and submit weekly reports.
6. Attend scheduled meetings with the IS Committee for updates.
7. Perform other tasks and responsibilities that may be assigned from time to time.

MINIMUM QUALIFICATION STANDARDS:

Education : Completion of 2-year studies in College or High School
 Graduate with vocational/trade course

Experience : Two (2) years of relevant experience

Training : None required for Bachelor's Degree

Licenses/Certificates :

Others :



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Outsourcing of Services

JOB DESCRIPTION

Position Title : **ADMINISTRATIVE ASSISTANT**
Department/Office : **COMMUNITY RELATIONS DEPARTMENT**

POSITION SUMMARY:

To provide administrative support to the department in areas involving correspondence, information, reports, facilitation, and such-other related tasks.

DUTIES AND RESPONSIBILITIES:

1. Assists in office management and organization procedures such as maintaining files/records and sorts incoming and outgoing documents & other clerical routine tasks such as preparation of DV, PR, and Budget Forms etc.
2. Assists in the preparation of logistical requirements for the implementation of GAD & COMREL programs such as materials, transportation, venue and equipment.
3. Assists in the conduct of GAD Monitoring Report, evaluation survey and establishing demographic profiles.
4. Coordinates with other departments and relevant government and private organizations, as required.
5. Assists in the facilitation of different GAD activities such as sending invites to participants (locators and CIAC employees), preparation of zoom link, preparation of certificates etc.
6. Assists in the preparation of reports for GAD & COMREL Accomplishment.
7. Perform other tasks and responsibilities that may be assigned from time to time.



Management System
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MINIMUM QUALIFICATION STANDARDS:

- Education** : Graduate of any Bachelor's Degree. _____
- Experience** : At least one (1) year related work experience. _____
- Training** : Preferably with GAD Trainings. _____
- Licenses/Certificates** : _____
- Others** : Proficient in MS Office Applications such as Word, Excel and PowerPoint or its equivalent. _____



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Outsourcing of Services

JOB DESCRIPTION

Position Title : **ACCOUNT SPECIALIST**
Department/Office : **MARKETING DEPARTMENT**

POSITION SUMMARY:

To assist the department in the performance of its assigned mandate, tasks, duties and responsibilities.

DUTIES AND RESPONSIBILITIES:

1. Handle inquiries of prospective investors, including relevant policies and procedures on the application and registration of business locators.
2. Directly transact with and assist prospective business locators relative to their application and registration as business locator, including proper recording and collation of submitted documentary requirements.
3. Undertake coordination, preparation and submission of necessary financial and technical analysis, reports, recommendations, presentations, location surveys, maps and descriptions, and other such materials relative to the proposal of prospective business locators.
4. To ensure ease of doing business inside CCAC, assist existing business locators in their duty to comply with existing laws, government rules and regulations, and CIAC and CDC policies.
5. Undertake coordination, preparation and submission of necessary analysis, reports, recommendations and presentations in relation to the strict monitoring of the operation of existing business locators, including their faithful performance of investment and employment commitments and financial obligation to CIAC, as well as in compliance with pertinent reportorial requirements of different internal departments and external government agencies.
6. Perform other tasks and responsibilities that may be assigned from time to time.



MINIMUM QUALIFICATION STANDARDS:

- | | |
|------------------------------|---|
| Education | : Bachelor's Degree (preferably in accounting, business management, civil engineering, geodetic engineering, or architecture) |
| Experience | : <u>Preferably one (1) year experience in related employment</u> |
| Training | : <u>Accounting/Financial management programs and applications; and/or, AutoCad and other architectural programs and applications; and/or, GIS, geodetic-based or similar programs and applications</u> |
| Licenses/Certificates | : <u>Preferably with related licenses/certificates</u> |
| Others | : <u>English-language proficiency both in oral and written form</u> |



Outsourcing of Services

JOB DESCRIPTION

Position Title : **ADMINISTRATIVE ASSISTANT**

Department/Office : **SAFETY AND ENVIRONMENTAL
MANAGEMENT OFFICE (SEMO)**

POSITION SUMMARY:

To provide administrative assistance in the day to day activities of the Safety and Environmental Management Office.

DUTIES AND RESPONSIBILITIES:

1. Maintain files and records for updates and easy access.
2. Sort and distribute incoming and outgoing documents.
3. Answer the phone to take messages or redirect calls to appropriate offices.
4. Utilize and operate office machines and equipment such as photocopiers, printers, scanners etc. and computers for word processing, spreadsheet creation etc.
5. Assist in office management and organization procedures and undertake basic routine clerical tasks.
6. Assists in the preparation of requirements for compliance in environmental, safety and health standards.
7. Assist in the monitoring of environmental, safety and health standards of the company.
8. Maintains various logs and other documentation to ensure the efficient operations of the office.
9. Prepare letters, forms, reports and other documents as may be assigned by the office subject for review and approval.
10. Perform other tasks and responsibilities that may be assigned from time to time.



MINIMUM QUALIFICATION STANDARDS:

- | | |
|------------------------------|---|
| Education | : <u>Must be a graduate of any four-year course</u> |
| Experience | : <u>Preferably with related experience.</u> |
| Training | : <u>Preferably with related trainings.</u> |
| Licenses/Certificates | : <u></u> |
| Others | : <u>Must have knowledge in computer operations (Word, Excel and PowerPoint).</u> |

Outsourcing of Services

JOB DESCRIPTION

Position Title : **Secretary**
Department/Office : **Engineering & Maintenance Department**

POSITION SUMMARY:

In-charge of the systemic filling, routing and receiving of all documents of the Engineering and Maintenance Department to provide efficient and effective services and support to the CIAC Operations.

DUTIES AND RESPONSIBILITIES:

1. Responsible in receiving, disseminating, maintaining, and systematic filing of all office documents and records of the department.
2. Performs typing/encoding of office memoranda and Work Request.
3. In charge of typing/encoding RIS of all office supplies and PR of all spare parts needed by the department.
4. In-charge of scheduling the meeting of the Department Manager and staff.
5. Responsible in taking the minutes of all Department meetings as requested by the Manager and disseminating the same to all concerned members.
6. Responsible in accommodating visitors/callers of the Department.
7. Responsible for the processing of billings such as Electric Bill, Telephone Bill and Water Bill.
8. Completes the required documents of the EMD contractual employees submitting to HRD.

Annex B

MINIMUM QUALIFICATION STANDARDS:

Education	: <u>Must be a graduate of any four-year course</u>
Experience	: <u>Preferably with 1 year related work experience.</u>
Training	: <u>Preferably with related trainings especially in Microsoft Office.</u>
Licenses/Certificates	: <u>N/A</u>
Others	: <ul style="list-style-type: none">• Above average English oral and written communication skills.• Has integrity in handling confidential information.• Willing to extend working hours when necessary.