



TERMS OF REFERENCE

OFFICE	General Administrative Support Service - Information and Communications Technology Division (GASS-ICTD)
JOB TITLE / POSITION	Project Development Officer (PDO) I
DESIGNATION (if applicable)	Junior Programmer
JOB LEVEL	Technical, Salary Grade (SG) 11 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATIONS	Education: Relevant bachelor’s degree in the field of Information Technology (IT). Work Experience: None required Training Experience: None required Preferred qualifications: 1. Must have knowledge and familiarization in the following concepts/tools (PHP, C#, Javascript, MySQL, MSSQL, MVC Framework, Object-Oriented Programming, Responsive Web Design, Application Programming Interface, etc). 2. Experience in technical writing, concept paper, project proposal, policy writing and other correspondence.
JOB OBJECTIVE	To develop efficient and effective information systems to support the operations of OPAPRU.
KEY RESULT AREAS	1. Functional Web Application Systems 2. Development Plan 3. Database Design/Structure 4. User’s Manual for the developed system 5. Developer’s Manual for the developed system 6. System Documentation
DUTIES AND RESPONSIBILITIES	1. Perform System Analysis and Design and generate all the required system documentations in accordance with the systems development methodology; 2. Develop and maintain functional and operational systems; 3. Develop the database design and structure using MySQL or MSSQL; 4. Carry out a sequence of application tests and resolve any encountered bugs or issues during the testing process; 5. Provide User’s Guide/Manual along with all instructional materials for training purposes;

	<ol style="list-style-type: none">6. Serve as a focal person and provide trainings to the system administrators and end-users on how to utilize the systems developed by the GASS-ICTD;7. Enhance and maintain operational systems that are already in place;8. Provide support for the technical problems encountered by the end-users;9. Contribute substantially through research efforts that have the potential to enhance IT procedures, systems or policies;10. Provide such other work as may be required and assigned by the immediate supervisor.
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