

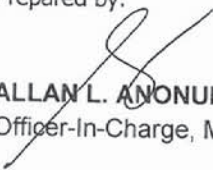
	REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS CLARK INTERNATIONAL AIRPORT CORPORATION ISO 9001:2008 CERTIFIED Certificate No. 01 100 096505			Doc. Code: HRD-F-038
				Effective Date: 22 Sept. 2015
DOCUMENT TYPE: JOB DESCRIPTION			Revision No: 01	
POSITION TITLE: MIS ASSISTANT MANAGER			Page: 2 of 2	

QUALIFICATION STANDARDS:

1. Must possess at least a Bachelor's or College Degree in Computer Technology or its equivalent;
2. Can handle multiple tasks simultaneously;
3. At least five (5) years' experience in IT Management for major technologies that include Telephony, Network, Systems, Telecoms, and Data;
4. Supervisory experience required and good negotiating skills;
5. Has integrity and capable of handling confidential information;
6. Strong and confident technical and creative writing skills;
7. Preferably with intermediate to advanced skills in MS Office Applications and ERP Systems;
8. Willing to extend working hours when deemed necessary;
9. Strong analytical and problem solving skills;
10. Experience in the development and implementation of standards, procedures and guidelines to support operational processes;
11. Extensive knowledge of data processing, hardware platforms, and enterprise software applications;
12. Technical experience with systems networking, databases, Web development, and user support;
13. SAP Certification in relevant Functions areas will be an added advantages;
14. Work with SAP to resolve software bugs and keep abreast of SAP releases, enhancements/new functionality and perform application research;
15. Good background in Data Base design in Microsoft SQL and Access.
16. Highly motivated and demonstrate initiative; and
17. Proficient in written and oral communication skills;
18. Good Presentation Skills and an ability to explain technical information to non-technical people;

Prepared by:


ALLAN L. ANONUEVO
 Officer-In-Charge, MIS

Reviewed by:


GERRY A. NAGUIT
 Officer-In-Charge, HRD

Noted by:


DARWIN L. CUNANAN
 AVP, Strategic Development and Corporate
 Management