

(As of December 13, 2022)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

One (1) Web Designer (SG 11) *Project-Based*

for DIO Cybernetics RDCs-Information System and Process Improvement Research Center (ISPIR Center) – Project RDE Asset and Inventory Management System with the following **QUALIFICATIONS:**

- **Education:** Graduate of Computer Engineering /Information Technology/Computer Science
- **Training:** None required
- **Experience:** At least one year working experience
- **Eligibility:** None required
- **Skills:** Graphic design and Web design

DUTIES and RESPONSIBILITIES:

- Gather and evaluate user requirements in collaboration with project managers and engineers.
- Create overall concepts for the user experience within the project needs and ensure all interactions are intuitive and easy for customers.
- Produce high-quality UX design solutions through wireframes, visual and graphic designs, flow diagrams, storyboards, site maps, and prototypes.
- Create user flows and wireframes that accurately represent the user's journey and how they interact with the system.
- Assist ISPIR Center in coordinating with various agencies/offices for the possibility of improving the process and automating them.
- Join activities and ventures related to benchmarking, seminars, webinars, and other activities related to the Center's functions.
- Maintain documentation per Cybernetics Sparks standards.
- Resolve user-submitted problems and questions related to system developed by ISPIR Center.
- Attend meetings related to System Development Initiatives of ISPIR Center or if required by the supervisors.
- Perform tasks as instructed by the Center Head and Directors.

ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS (scanned):

1. Application letter addressed to the University President **Dr. Cecilia S. Navasero-Gascon**;
2. Resume with one (1) **Recent passport-sized picture**;
3. Fully Accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212 Revised 2018) which can be downloaded at www.csc.gov.ph (if contracted by government agency);
4. Performance rating in the last rating period (for private companies/ institution) / IPCR for government;
5. Photocopy of the following supporting documents: (Original copies shall be presented for validation)
 - Transcript of Records
 - Diploma
 - Certificate of Grades (number of units earned in Graduate Studies (if applicable)
 - Seminar / Certificates attended for the last five (5) years
 - Certificate of Board of Ratings / Eligibility (if applicable)
 - Certificate/s of Employment signed by previous employer.

NOTE:

The University highly encourages all interested **QUALIFIED** applicants including persons with disability (PWD), members of indigenous committees and those with diverse sexual orientation and gender identity and expression (SOGIE) to apply.

The applicants will not be discriminated on the account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.

Qualified applicants are advised to send their application to chrmo.recruitment@bulsu.edu.ph.

Deadline of application is until December 23, 2022.

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

In line with the IATF guidelines, the CHRMO is strictly taking precautionary measures and will be doing the hiring process online.

Please be guided accordingly.

Thank you.

ISABELITA C. BENEDICTOS

Director, Administrative Management Services and
Assistant Director, CHRMO