

DIVISION	2023 POSITION	Minimum QS		
		Education	Experience	Training
KMD	Project Technical Specialist	Bachelor's degree	1 yr of relevant experience	4 hrs of relevant training
KMD	Project Technical Specialist	Bachelors degree	2 years of relevant experience	8 hrs of relevant training

KMD	Project Technical Specialist	Bachelors degree	2 years of relevant experience	8 hrs of relevant training
KMD	Project Administrative Assistant I	Bachelor's degree	None required	None required

DUTIES AND RESPONSIBILITIES

- Work closely with client for needs assessment and user stories elicitation;
 - Critically analyze, evaluate, and document user stories and translate into detailed documentations (i.e., Software Requirements Specifications and user manuals);
 - Prepare mock-ups, work flows/ERD and verification sheets and facilitate verification of elicited user stories/system requirements;
 - Actively participate in Sprint planning/Deep dive, and foster shared understanding of user stories between the client and the development team;
 - Conduct orientation, trainings and other capacity building activities to capacitate clients and the third-party developer;
 - Prepare validation sheets and conduct User Acceptance Testing among the clients to validate the system
 - Document and evaluate requests from client and provide first-level technical support;
 - Work with other teams such as the Technology Licensing Office during the project implementation; and
 - Carry out other tasks as may be required by the Project.
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- Work with the project technical lead in designing the system architecture;
 - Work closely with the Technology Licensing Office to help with the filing of copyrights and patent/utility model for the system architecture;
 - Act as lead developer; perform programming tasks quickly and effectively;
 - Collaborate with other developers and software testers to implement application features;
 - Write technical documentations;
 - Conduct orientation, trainings and other capacity building activities to capacitate clients and the third-party developer;
 - Actively participate in User Acceptance Testing;
 - Provide technical support including implementing agreed fixes, new features, and enhancements;
 - Work with other teams such as the Technology Licensing Office during the project implementation; and
 - Carry out other tasks as may be required by the Project.

- Act as lead business analyst (BA) of the Project
 - Work closely with junior BA and client for needs assessment and user stories elicitation;
 - Critically analyze, evaluate, and document user stories and translate into detailed documentations (i.e., Software Requirements Specifications and user manuals);
 - Prepare mock-ups, work flows/ERD and verification sheets and facilitate verification of elicited user stories/system requirements;
 - Actively participate in Sprint planning/Deep dive, and foster shared understanding of user stories between the client and the development team;
 - Conduct orientation, trainings and other capacity building activities to capacitate clients and the third-party developer;
 - Prepare validation sheets and conduct User Acceptance Testing among the clients to validate the system
 - Document and evaluate requests from client and provide first-level technical support;
 - Work with other teams such as the Technology Licensing Office during the project implementation; and
 - Carry out other tasks as may be required by the Project.
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- Assist in monitoring the Workplan, Line-Item budget (LIB), and expected outputs/deliverables of the project;
 - Assit in administrative tasks including writing correspondences and procurement tasks;
 - Create and maintain comprehensive project documentations;
 - Coordinate with partner agencies/institutions regarding establishment of partnerships; and
 - Organize vents and other activities (e.g., exhibits, meetings, workshops/trainings) necessary in the implementation of the project.