

## **Job Title: Programmer and IT personnel**

### Responsibilities

- Maintains and develops web and mobile services
- Helps in the tutoring, training and/or mentoring of IT- as well as multi-media-related services, facilities and/or equipment
- Works closely with the team by accomplishing related tasks as needed

### Duties

- Reviews and debugs programs
- Develops and upgrades web and mobile services
- Prepares and/or contributes to project work flow and/or process diagram as well as references and technical documentation of program development, maintenance, upgrading and other related tasks
- Establishes and evaluates programs by conducting testing and deployment
- Ensures operation of web and mobile services by following protocols, conducting trouble shooting and/or assessment functions, and evaluation and/or research for updating/development/expansion of facilities and methods
- Maintains and protects confidentiality of products, services and information
- Helps in the tutoring and/or training related to web and mobile services
- Helps in the teaching and/or mentoring of interns and/or researchers and assistants
- Maintains professional and technical knowledge through attendance in relevant professional workshops, seminars and trainings
- Collaborate with other programmers and/or IT personnel
- Interact with staff from other offices and/or organizations
- Consults with and reports directly to the immediate supervisor and/or director

### Requirements

- Bachelor's degree in Computer Science, Information Technology, or equivalent fields/degrees and/or practical experience
- At least 1 year experience of work related to IT and programming
- Experience in Moodle development and maintenance
- Experience in Wordpress, Joomla, Drupal, HTML5, CSS, Javascript, AJAX, JQuery, MySQL and PHP

### Other requirements and merits

- Familiarity in Linux (Ubuntu) operating system
- Proficient in mobile application development using Android SDK, Apple app development (Xcode), Phonegap (cross-platform), and other platforms
- Has knowledge in using Git or other version control tools
- Experience in developing and handling RESTful APIs

### Personal Skills

- Ability to work in a fast-paced, multi-project and dynamic environment

- Work mobility, i.e., can work outside the physical office and/or office hours
- Ability to communicate well and positively interact with others

For applicants, email CV at [dilc@upd.edu.ph](mailto:dilc@upd.edu.ph) or contact (632) 920 9556