TERMS OF REFERENCE

DESIGNATION: INFORMATION AND TECHNOLOGY (IT)/DPO OFFICER

Background

Unilab Foundation, Inc (ULF) is the corporate foundation of United Laboratories, Inc. Its purpose is to strengthen the enabling environment for inclusive development through social innovations and impactful programs that will improve the mental health and well-being of young Filipinos, nurture integrated Science, Technology, Engineering and Mathematics (STEM) learners, innovators and workforce and improve the active participation of the youth in promoting good health and well-being of Filipinos.

ULF aims to achieve long term, transformational development impact and is committed to building partnerships to extend its programs' reach and impact. ULF convenes like-minded groups and individuals from international and local NGOs, other development sector stakeholders, government, industry and academe to address development issues in a coordinated manner.

ULF has three Programs:

- Heads Up PH is a mental health and wellbeing program. Working with partners, the Program focuses on capacity building for educators, providing learners access to information towards improving their key socio-emotional skills, curricular innovation, building community support and advocating for enabling policies.
- Project Kaakbay enables the youth to actively promote health and well- being of Filipinos. Working with partners, the Program equips the youth to be advocates for health by building leadership and management competencies to implement health projects in their communities and advocates for enabling policies for youth engagement.
- Unilab Center for Health Policies is an initiative of the Unilab Foundation as part of its program of creating an enabling environment for inclusive development. The UCHP will provide the venue for stakeholders in government and the private sector to better understand health policies and implementation arrangements and for them to engage in a fruitful solutions-focused dialogue with the end in view of delivering better health services particularly to the most vulnerable.

In addition to its core programs, ULF has two (2) independent programs that it continues to support its growth and sustainability, namely:

- Positive Youth Development Network (PYDN) that provides a platform for youth to become change agents.
- Center for Integrated STEM Education (CISTEM) that provides STEM learning curriculum and resources to capacitate our teachers and learners in high quality STEM education.

For more information, visit www.unilabfoundation.org

Purpose

The Information and Technology (IT) Officer will report to the Strategic Support Team Lead and will be part of the Strategic Support Unit. The purpose of the position is to manage digital assets and platforms, ensure compliance with data protection policy, and provide technical IT support.

Duration

November 2024 to October 2025

Scope of Work

Successful candidate shall undertake the following responsibilities:

1. **Management of digital assets and platform. Work in collaboration with ULF units for the development, monitoring, assessment, and updating of the following, as applicable:**
   a. ULF Website
   b. Social media platforms of ULF and programs
   c. Learning and development platform
   d. Database support for ULF and its programs
   e. Management of licenses of digital assets and platforms
2. **Privacy and Data protection: Serve as the focal person to ensure the protection of ULF personal data collection and processing practices.**
   a. Ensure compliance to government policies by reviewing and implementing the corresponding data protection policy of ULF
   b. Conduct learning sessions with ULF personnel on privacy and data protection
   c. Develop security standards, procedures, and guidelines for the FOUNDATION's digital platforms; assist with upgrading existing security protocols as needed.
   d. Lead response, coordination, and reporting in the event of a personal data breach or security incident within ULF.
3. **Provide technical support on digital workplace technologies**
   a. General computer support for both hardware and software
   b. Coordination with Unilab Inc's Corporate Information Technology (CIT) Division for IT support concerns
   c. Provide procurement assistance, including, but not limited to researching solutions, engaging with potential vendors, making recommendations for product purchases, and assessing needs and developing terms of references
   d. Assist with preparation of operating budgets based on estimated and actual expenditures for ICT systems and support needs.
   e. Develop training plans and mentor the UFI units for an effective utilization of digital workplace technologies.
   f. Collaborate with the Communications Officer in determining and implementing the applicable social media monitoring and analysis tool.

Knowledge, Skills and Abilities required

1. Minimum of 3 years of experience in management of digital systems and platforms and/or IT support in a development sector context.
2. Basic knowledge on privacy and data protection policies and practices.
3. Has excellent experience with MS Windows operating system and other operating systems (e.g. iOS, Android) and with Microsoft O365 platforms (Word, Excel, Powerpoint, MSTeams, Outlook, Power Platform)
4. Has excellent communication, and interpersonal and facilitation skills, including the ability to liaise, coordinate and support a diverse program team
5. Excellent analytical and problem-solving skills, including flexibility and willingness to learn to provide service to diverse needs and encourage innovation.
6. Relevant educational / professional degrees and certifications.

Selection Criteria

1. Relevant website and social media platform and IT support knowledge and experience, preferably in a Philippines development sector context.
2. Basic knowledge on privacy and data protection policies and practices.
3. Has excellent, practical experience in supporting the utilization of digital workplace technologies (hardware, software, etc.)
4. Strong interpersonal skills with demonstrated ability to coordinate effectively with multiple teams.
5. Relevant educational / professional degrees and certifications.

How to Apply

Please send your updated Curriculum Vitae to hr@unilabfoundation.org with a subject line IT Officer and a cover letter outlining your suitability for the position. The accepted applicant will be based in Mandaluyong City. This is a fixed-term position.

Due to the volume of applications received, only shortlisted candidates will be notified.

Child Protection: Unilab Foundation Inc is committed to child protection and safeguarding the welfare of children in the delivery of our programs. Recruitment and selection procedures reflect this commitment and will include relevant criminal record checks.