



Science Research Specialist II

Salary Grade: 16

Item Number: PHILSAB-SRAS2-11-2020

PHILSAB-SRAS2-12-2020

Division: Space International Cooperation Division

Minimum Qualification Standards:

Education: Bachelor's degree relevant to the job

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service Professional / Second Level Eligibility

Duties and Responsibilities:

1. Under the direction of the Division Chief (DC), ensure the proper conduct and implementation of all international cooperation with relevant national space agencies of other countries and international organizations;
2. Assist the immediate supervisor in the coordination of entering into contracts, memoranda of understanding/ agreement or other arrangements in behalf of the State, in consultation with the Department of Foreign Affairs and/or other concerned agencies; and with the Legal Affairs Division of the Philippine Space Agency (PhilSA);
3. Assist the immediate supervisor in establishing and maintaining linkages with other national space-related agencies of other countries and international organizations in the peaceful use and development of space;
4. Assist in the research and analysis on topics that relate to Philippine space initiatives, programmes, projects, and activities, and prepare high-quality written materials including, research papers, statistical reports, briefings and notes that contribute to effective delivery of services of the Division;
5. Provide administrative and logistical support in relation to the performance of the international cooperation functions of the Division;
6. Proactively monitor the current outer space affairs and space-related technology applications and report the developments as they arise;
7. Assist in the implementation of international cooperation programmes, projects, and activities;
8. Prepare all communications relative to international cooperation activities of PhilSA, as required;
9. Perform other duties of a regular or special nature as may be assigned from time to time.

Applicants who have all or any of the following background are encouraged to apply:

Competencies:

- Experience and skills in International Relations and Diplomacy, including research, coordination, and reporting;
- Knowledge/ experience working with diplomatic missions in the Philippines, international organization or relevant Philippine government agencies;
- Proven ability to undertake complex work;
- Proven ability to work under time pressure and effectively able to communicate with the team, external partners, and other stakeholders;
- High level analytical skills, including excellent communication skills (written and oral).



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