



Chief Science Research Specialist

Salary Grade: 24

Item Number: PHILSAB-CSRS-20-2020

Division: Spacecraft Payload and Communications Systems Development Division

Minimum Qualification Standards:

Education: Master's degree or Certificate of Leadership and Management from the Civil Service Commission

Experience: 4 years of supervisory/management experience

Training: 40 hours of supervisory/management learning and development intervention

Eligibility: Career Service Professional / Second Level Eligibility

Duties and Responsibilities:

1. Under direction, serve as the Division Chief for the Spacecraft Payload and Communications Systems Development and lead the formulation of plans and targets of the Division in accordance to the programs and functions of the Bureau;
2. Manage and monitor the implementation of the programs and activities of the Division;
3. Review and assess the strategies of the Division to reflect the Agency's objectives and priorities;
4. Implement mechanisms to evaluate and improve on the quality of work done within the Division;
5. Lead the technology mission planning and assessment activities in coordination with all other Divisions under the Bureau and in consultation with stakeholders;
6. Manage and administer the finances of the Division;
7. Collaborate with stakeholders, especially the industries, in localizing and commercializing technologies in coordination with respective offices under the Space Industry and Strategic Business Development Bureau;
8. Report to the Bureau Director all the accomplishments and progress of the Division;
9. Provide management support to the Bureau Director for matters concerning spacecrafts and space systems and its contribution to attainment of the Agency's six key development areas;
10. Contribute in laying down of policies and programs for space R&D and its practical applications; and
11. Perform other duties of a regular or special nature as may be assigned from time to time.



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