



Republic of the Philippines
Office of the President
Philippine Space Agency



Administrative Officer I (Supply Officer I)

Salary Grade: 10

Item Number: PHILSAB-ADOF1-13-2020

Division: General Services Division

Minimum Qualification Standards:

Education: Bachelor's degree

Experience: None Required

Training: None Required

Eligibility: Career Service Professional/Second Level Eligibility

Duties and Responsibilities:

- 1) Under guidance, provide administrative support in the procurement planning and management, BAC Secretariat, and contract management functions;
- 2) Coordinate with bidders;
- 3) Assist end-users in the conduct of market study and the request for quotations from suppliers; and
- 4) 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:

Educational Background: A graduate of Civil Engineering, Finance, and other similar courses.

Experience: 1 year relevant experience

Competencies:

- a) With work experience in the Philippine government procurement process;
- b) Knowledgeable and familiar with ISO 9001:2015 requirements; and
- c) Organized and demonstrate strong written and oral communication skills.



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