



## Planning Officer II

Status: Contract of Service

Monthly Salary: Salary Grade 15

Division: Planning and Project Management Division

### Qualifications:

Education: At least Bachelor's Degree with major in Economics, Finance, Business Administration or other related disciplines  
Experience: 1 year of relevant experience  
Competencies: a) Proficient in conducting data collection, research and analysis  
b) Possess excellent writing and review skills to construct reports

### Duties and Responsibilities:

Under the general supervision:

1. Assist in the collection and validation of all data required to support assumptions and analysis in the project;
2. Assist in the review and analysis of related literature, statutes, and other references relevant to the project;
3. Document and update the status of monitored local issues/topics/statutes which are identified relevant to the SSTA sector (e.g. local geospatial demand, economic briefings, R.A. 11647, Revised IRR of RA 6957);
4. Ensure that the project coordination meetings with the consultants are properly documented;
5. Prepare project-related correspondences (e.g. letters, memoranda, executive briefs, among others);
6. Assist in the preparation and submission of periodic reports related to the implementation of the project;
7. Assist in project implementation and adopt the agreed project management and monitoring process models;
8. Assist in the preparation of various documents needed in the implementation, monitoring, and close-out activities of the project;
9. Share best practices and knowhow with supervisors and project team;
10. Participate in project and PhilSA-related events and activities; and
11. Perform other duties of a regular or special nature as may be assigned from time to time.



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