



Planning Officer I

Salary Grade: 11

Item Number: PHILSAB-PLO1-24-2020

Division: Planning and Project Management Division

Minimum Qualification Standards:

Education: Bachelor's degree relevant to the job

Experience: N/A

Training: N/A

Eligibility: Career Service Professional / Second Level Eligibility

Duties and Responsibilities:

- 1) Serve as part of a pool of project managers to be assigned and deployed to internal communications and international relations projects over the duration of the project life cycle;
- 2) Assist in the drafting of project plans, administrative requirements for project implementation, and drafting of reports for project closeout;
- 3) Coordinate the logistical requirements of all strategic planning, roadmapping, and annual operational planning activities of the Agency;
- 4) Conduct relevant background research and literature review prior to any planning sessions;
- 5) Gather relevant data on approved metrics or indicators for undertaking the assessment or evaluation of Agency performance; and
- 6) 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: Bachelor's degree in Social Sciences or other related fields

Competency: Project Management



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