



Planning Officer I

Status: Contract of Service

Monthly Salary: Salary Grade 11

Division: Planning and Project Management Division

Qualifications:

Education: At least Bachelor's Degree in Education, Social Sciences and other related disciplines

Competencies: a) Project Management
b) Excellent writing skills
c) Excellent ability to liaise and work effectively with external clients

Duties and Responsibilities:

Under the general supervision:

1. Responsible for general administrative, clerical, and secretarial assignments to support the implementation of education-related projects;
2. Generate and maintain the directory of external stakeholders who are invited to participate in online surveys, focus groups, and consultation workshops;
3. Arrange the logistical requirements of meetings/consultations/workshops and coordinate the attendance of external stakeholders;
4. Provide administrative support in the conduct of meetings, training, seminars, and workshops in connection with the implementation of the project;
5. Follow up with external stakeholders' responses to the request for information and ensure that they are turned in on time to the project team;
6. Ensure that the meetings/consultations/workshops with the external stakeholders are properly documented;
7. Prepare correspondences to external stakeholders (e.g. cover memo, invitations to participate, notice of meeting, follow-up letters, and thank you letters) for various project-related activities;
8. Assist in the conduct of market studies and coordination with prospective suppliers on project-related procurement activities;
9. Share best practices and knowhow with supervisors and project team;
10. Participate in project and PhilSA-related events and activities;
11. Perform other duties of a regular or special nature as may be assigned from time to time.



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