



Republic of the Philippines  
Office of the President  
**Philippine Space Agency**



## Senior Science Research Specialist

Salary Grade: 19

Item Number: PHILSAB-SRSRS-13-2020

Division: Space International Cooperation Division

### Minimum Qualification Standards:

Education: Bachelor's degree relevant to the job

Experience: 2 years of relevant experience

Training: 8 hours of relevant training

Eligibility: Career Service Professional / Second Level Eligibility

### Duties and Responsibilities:

- 1) Under the direction of the Division Chief, ensure the proper conduct and implementation of all international cooperation with relevant national space agencies of other countries and international organizations;
- 2) Assist in the coordination of entering into contracts, memorandum of understanding/agreement or other arrangements in behalf of the State, in consultation with the Department of Foreign Affairs and other concerned agencies;
- 3) Assist in the establishment and maintenance of linkages with other national space-related agencies of other countries and international organizations in the peaceful use and development of the outer space;
- 4) Assist in the research and analysis on topics that relate to Philippine space initiatives, programmes, projects, and activities, and prepare high-quality written materials including, research papers, statistical resorts, briefings and notes that contribute to effective delivery of services of the Division;
- 5) Liaise at relevant meetings, fora, and functions, and prepare summary reports and recommendations on key outcomes, developments and issues on space science and technology;
- 6) Lead, organize, and manage meetings and similar activities that support programmes and activities of the Division;
- 7) Proactively monitor the outer space affairs including institutional changes within the United Nations' Office for Outer Space Affairs and national space agencies of other countries and advise senior officials of such changes and developments as they arise;
- 8) Assist in the implementation of international programmes, projects, and activities;
- 9) Prepare relevant communications relative to international cooperation activities of PhilSA, as required;
- 10) Collaborate and guide junior staff of the Division and ensure the smoother flow of work in the Division following the Complete Staff Work principle;
- 11) 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:** International Relations, Diplomacy, International Studies, Foreign Service, Political Economy, Political Science, or other relevant Social Science degree;

### Experience:

- Demonstrated experience and proven skills in conducting research, coordination, and reporting
- Knowledge or extensive experience working with diplomatic missions in the Philippines, international organization or relevant Philippine government agencies

**Competencies:**

- Proven ability to undertake complex work under limited supervision;
- Proven ability to work under time pressure and effectively able to communicate with the team, external partners, and other stakeholders;
- Demonstrated sound judgement and decision-making ability; and
- High level analytical skills, including excellent communication skills (written and oral).



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