



Supervising Science Research Specialist

Salary Grade: 22

Item Number: PHILSAB-SVSRS-22-2020

Division: Space Education and Scholarships Division

Minimum Qualification Standards:

Education: Bachelor's degree relevant to the job

Experience: 3 years of relevant experience

Training: 16 hours of relevant training

Eligibility: Career Service Professional / Second Level Eligibility

Duties and Responsibilities:

- 1) Work with the Division Chief and PhilSA officials in
 - a) Developing division policies and internal directives
 - b) Planning, leading, implementing, and managing the space education programs, outreach activities, training programs and other related projects and activities of the Agency
 - c) Developing and implementing scholarships, fellowships, grants, and related programs that will support present and future space science and technology applications human resource requirements
 - d) Spearheading STEM engagement and partnerships with academic, education and, and research institutions that will create and strengthen valuable pipelines and feeder networks to secure the sustainability of SSTA programs.
- 2) Initiate benchmarking and networking activities with international space education centers, organizations, or institutions.
- 3) Undertake research in the development of space education programs, science outreach, training programs and other related projects and activities of the Agency
- 4) Mentor early career research specialists in the division
- 5) Give special attention to maintenance of morale; discipline and the development of a highly motivated, cooperative, and well-coordinated workforce; and ensure harmony and collaborative pursuit of excellence among its team members.
- 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:

- Doctorate degree in science education or in any science or engineering field is preferable.

Experience:

- At least three (3) years teaching and/or supervisory experience in basic or higher education institutions. Additional experience in design, implementation, monitoring and evaluation of professional development programs, scholarships, and/or outreach activities is desirable.
- Project/Program management in the area of capacity building, human resource development and/or knowledge management.
- Experience in working in the field of space science and technology education is considered an asset.

Applicants who have all or any of the following background are encouraged to apply:

Competencies:

- Builds relevant strategic partnerships and alliances with key stakeholders and partners and recommend opportunities for collaboration
- Designs programs/projects that support the achievement of PhilSA's key development areas and identifies sustainable approaches
- Promotes capacity-building measures in program/project design and implementation
- Integrates new approaches and innovations, and ensure the cost-effective use of funds
- Communicates orally and in writing in a clear, concise and impartial manner. Takes time to listen to and understand the perspective of others and proposes solutions
- Takes initiative in defining realistic outputs and clarify roles, responsibilities and expected results in the context of the Division's programs. Monitors progress and performance; evaluates achievements and integrates lessons learned.
- Encourages teamwork, builds effective teams and resolves problems by creating a supportive and collaborative spirit.



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