



Republic of the Philippines
Office of the President
Philippine Space Agency



Administrative Officer V (Supply Officer III)

Salary Grade: 18

Item Number: PHILSAB-ADOF5-14-2020

Division: General Services Division

Minimum Qualification Standards:

Education: Bachelor's degree

Experience: 2 years of relevant experience

Training: 8 hours of relevant training

Eligibility: Career Service Professional / Second Level Eligibility

Duties and Responsibilities:

- 1) Lead the processing of the Agency's procurement projects and handle preparations of its relevant documents;
- 2) As section chief, they shall supervise the work and monitor the outputs of the members of the section;
- 3) Perform duties as the Supply and Property Officer of the Agency;
- 4) Direct and manage the delivery of the control, inventory, and disposal of properties and supplies; building administration and management; storekeeping; and general services functions in accordance with the prescribed government standards;
- 5) Exercise accountability for the conduct of proper and periodic inventories of supplies, materials and/or equipment;
- 6) Maintain records of all accountable supplies and properties of the Agency;
- 7) Facilitate issuance of property clearance certificates to personnel separated from service;
- 8) Direct the maintenance and repair of building, office equipment, furniture and other property, plant and equipment of the Agency; and
- 9) 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:

- A graduate of Engineering Program, Property Management, Supply Management or any other related programs.

Experience:

- At least (3) years experience in general services, building administration, supply and property, procurement management, and facilities management.

Competencies:

- Proactive in leading a team especially in initiating improvements in the processes;
- Knowledgeable in RA 9184, ISO 9001:2015, Inventory Management, and Facilities Management; and
- Organized and demonstrate strong written and oral communication skills.



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