



Science Research Specialist II

Salary Grade: 16

Item Number: PHILSAB-SRAS2-30-2020

Division: Space Education and Scholarships Division

Minimum Qualification Standards:

Education: Bachelor's degree relevant to the job

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service Professional / Second Level Eligibility

Duties and Responsibilities:

- 1) Under direction, ensure proper conduct of the PhilSA's scholarships, fellowships, and other space education-related programs;
- 2) Contribute to the design, implementation, monitoring, and assessment of the division's various education and scholarship programs;
- 3) Prepare the necessary documents for the conduct of the space education, science outreach, training programs, and other related projects and activities of the Agency;
- 4) Assist in the development of programs and activities relating to space education;
- 5) Develop learning modules and training materials;
- 6) Under direction, schedule, arrange, and organize meetings, workshops, seminars, and related activities in support of the conduct of the various programs under the Division;
- 7) Ensure proper documentation of activities implemented under the Division, such as meetings, relevant events under the program, and other engagement activities;
- 8) Assist in the screening, selection and identification of scholars in the Agency's Scholarship Program using existing scholarship policies and other statutory and regulatory issuances to ensure accurate and timely release of scholarship application and evaluation results;
- 9) Assist in monitoring scholars' academic performance and compliance to ensure continuous and timely release of financial assistance; and
- 10) 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 Education with specialization in STEM fields, educational administration, curriculum studies, or other relevant fields, OR a bachelor's degree in any science, engineering, communication, or related fields.

Experience:

- Exposure in the conduct of science education programs, or curriculum research and development
- Knowledge and exposure in space education
- Coordination with government agencies, private institutions, international organizations, or other stakeholders
- Project monitoring and timely reporting

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

Competencies:

- Demonstrates proficiency in English and Filipino communication, both written and oral.
- 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. Evaluates his/her results realistically, drawing conclusions from lessons learned
- Actively contributes to achieving team results. Supports team decisions.
- Plans and organizes his/her work in support of achieving the team or Division's priorities.
- Considers potential changes and proposes contingency plans
- Establishes effective relationships with clients/stakeholders to understand and meet or exceed their needs. Find ways to ensure client satisfaction.
- Ability to interact, develop and maintain partnerships with relevant stakeholders.
- Manages data and records.



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