



Planning Officer I

Status: Contract of Service

Monthly Salary: Php 32,400.00 (*inclusive of 20% premium*)

Item Number: COS-PL01-101

Division: Planning and Project Management Division

Qualifications:

Education:	Bachelor's Degree related to Management, Social Sciences or any other related disciplines
Experience:	-Experience in student leadership or facilitating and organizing events -Experience in preparing project proposals and monitoring/closeout reports
Training:	None required
Eligibility:	None required
Competencies:	-Intermediate level of project development -Effectively communicates through written reports and correspondences and liaison work

Duties and Responsibilities:

- 1) Serve as a member of the division's monitoring and evaluation (M&E) section
 - Act as secretariat during Performance Management Team (PMT) meetings
 - Prepare and consolidate quarterly project and agency performance reports
- 2) Serve as a member of the Quality Management Team (QMT) secretariat
 - Assist in arranging logistics for meetings between PhilSA and the external ISO certifying body;
 - Assist in coordinating with relevant offices regarding the submission of required documentation for the development of PhilSA's Quality Management System;
 - Create a QMS checklist and prepares a quarterly QMS report; and
- 3) Perform other duties of a regular or special nature from time to time.



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