



Science Research Specialist I

Salary Grade: 13

Item Number: PHILSAB-SRAS1-28-2020

Division: Space Education and Scholarships Division

Minimum Qualification Standards:

Education: Bachelor's degree relevant to the job

Experience: None required

Training: None required

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) Prepare the necessary documents for the conduct of the space education, science outreach, training programs, and other related projects and activities of the Agency;
- 3) Assist in the development of programs and activities relating to the space education
- 4) Assist in the development learning modules and training materials;
- 5) Under direction, schedule, arrange, and organize meetings, workshops, seminars, and related activities in support of the conduct of the various programs under the Division;
- 6) Ensure proper documentation of activities implemented under the Division, such as meetings, relevant events under the program, and other engagement activities;
- 7) Organize, collate, process, analyze and interpret data from the administration of the division's education and scholarship programs/activities.;
- 8) Prepare communications, memoranda, office orders, notices and minutes of the meeting, presentations, and certificates relevant to the programs/projects of the Division;
- 9) Prepare project/progress reports as required by other divisions/units; 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 track, educational administration, curriculum studies, or other relevant fields, OR a bachelor's degree in any science, engineering, communication, or related fields.

Competencies:

- 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 their results realistically, drawing conclusions from lessons learned
- Actively contributes to achieving team results. Supports team decisions
- Plans and organizes their 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. Finds ways to ensure client satisfaction.
- Interacts, develops and maintains partnerships with relevant stakeholders.
- Data and document management.



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