



Project Development Officer IV

Salary Grade: 22

Item Number: PHILSAB-PDO4-21-2020

Division: Space Business Development 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) Supervise the following tasks under the Space Business Development and Technology Transfer Division:
 - Trademark and Copyright Application
 - Invention Patent and Technology Management
 - Market Research and Market Intelligence
 - Business and Space Industry Development
 - Space Technology Business Incubator Program
- 2) Develop, adopt, and implement policies regarding the product development and packaging and delivery of services to clients;
- 3) Supervise the development of business and marketing plans;
- 4) Ensure and measure the effectiveness of marketing and business strategies;
- 5) Review and recommend appropriate Intellectual Property (IP) Policies and Guidelines consistent with the *Philippine Technology Transfer Act of 2009*;
- 6) Develop and maintain an IP database for the Agency Technologies
- 7) Supervise the disclosure of all works created and inventions conceived or first reduced to practice by the Agency personnel;
- 8) Facilitate the execution of agreements, affidavits, applications, complaints, and other documents relating to works and inventions necessary to facilitate the Agency's IP rights; and
- 9) Performs 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:

- Economics, Management, Development Studies, Business, Industrial or Management Engineering, Entrepreneurship, Finance, Marketing, International Business, Public Administration, or any related field.

Competencies:

- 1) **Market Research and Analysis:** Strong analytical skills to conduct market research, gather market intelligence, and translate findings into actionable insights for business development.
- 2) **Policy Development:** Ability to develop, adopt, and implement policies related to product development, service delivery, and intellectual property management, ensuring compliance with relevant regulations.
- 3) **Strategic Planning:** Expertise in developing and executing strategic plans to foster business growth and the development of the space technology sector.
- 4) **Marketing and Business Strategy:** Skills in developing and evaluating marketing and business strategies, with a focus on measuring their effectiveness and making data-driven improvements.
- 5) **Leadership and Team Management:** Strong leadership skills to effectively supervise and lead personnel responsible for various tasks, including trademark and copyright applications, patent management, and market research.
- 6) **Communication:** Excellent written and oral communication skills for effective

- collaboration with internal teams, external partners, and stakeholders.
- 7) Problem-Solving: Ability to identify challenges, analyze complex issues, and implement solutions in the context of intellectual property management and business development.
 - 8) Project Management: Skills in project management, including planning, organizing, and coordinating tasks related to intellectual property, technology transfer, and business development projects.
 - 9) Adaptability: Flexibility and adaptability to handle diverse responsibilities and respond to changing priorities effectively.



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