



Planning Officer I

Status: Contract of Service

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

Item Number: COS-PLO1-80

Division: Planning and Project Management Division

Minimum Qualification:

Education: Bachelor's degree
Experience: None required
Training: None required
Eligibility: None required

Duties and Responsibilities:

- 1) Assist in the preparation of documents for locally administered grants and funds (i.e. PDMF Fund, Innovation Fund, among others) and ensure their compliance with the requirements set forth in the guidelines;
- 2) Assist in the monitoring and updating of the Agency's targets and commitments stipulated in national-level plans and documents;
- 3) Assist in the review and analysis of related literature, statutes, and other references relevant to the Agency's planning activities;
- 4) Assist in the collection and validation of all data required to support assumptions and analysis Agency's planning activities;
- 5) Monitor events and keep track of policy changes that will impact the SSTA sector in general;
- 6) Arrange and coordinate logistical requirements for meetings, consultations, and workshops, including external stakeholders attendance and event documentation;
- 7) Maintain and update the directory of external stakeholders and planning-related databases;
- 8) Follow up with the external stakeholders' responses to the request for information and ensure that they are turned in on time;
- 9) Assist in the general research administration support services for the implementation of internally implemented project/s;
- 10) Prepare required reports, communication, correspondences and presentation materials for both planning and project-related activities;
- 11) Assist in the preparation of various documents needed in the implementation, monitoring and close-out activities of projects;
- 12) Share best practices and know-how with supervisors and the project team;
- 13) Join in official business (local/foreign travels) as may be necessary to effectively carry out his/her duties and responsibilities. He/She shall be entitled to equivalent allowances for official local and foreign travels of government employees charged against the general funds, subject to the usual government accounting and auditing rules and regulations;
- 14) Participate in project and PhilSA-related events and activities;
- 15) Perform other suits 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 Finance, Business Management, Economics, or any other related disciplines

Experience:

- Experience in using Excel for market data analysis and financial modeling
- Experience in organizing events
- Experience in preparing project documents and monitoring/closeout reports

Competencies:

- Technical writing skills
- Ability to liaise and work effectively with external clients.
- Proficiency in using Power BI, Tableau or similar data visualization tools.
- Working knowledge on utilizing Eikon, S&P Capital IQ or similar platforms.



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