



Planning Officer I

Status: Contract of Service

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

Item Number: COS-PLO1-113

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) Responsible for general research administration support services for the implementation of internally implemented project/s;
- 2) Assist in the preparation of various documents needed in the planning, implementation, monitoring, and close-out activities of the project;
- 3) Assist in the conduct of market studies and coordination with prospective suppliers on project-related procurement activities;
- 4) Prepare correspondences (e. g., letters, memoranda, notice of meeting) for various project-related activities;
- 5) Generate and maintain the directory of external stakeholders who are invited to participate in online surveys, focus groups, and consultation workshops;
- 6) Arrange the logistical requirements of meetings/consultations/workshops and coordinate the attendance of external stakeholders in connection with the implementation of the project/s;
- 7) Ensure that the meetings/consultations/workshops with the external stakeholders are properly documented;
- 8) Follow up with external stakeholders' responses to the request for information and ensure that they are turned in on time of the project team;
- 9) Share best practices and know-how with supervisors and project team;
- 10) 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 regulation;
- 11) Participate in project and PhilSA-related events and activities;
- 12) 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 Astronomy, Physics, Environmental Science, or any other related disciplines

Experience:

- Experience in student leadership or facilitating and organizing events
- Experience in preparing project proposals
- Experience in Completed Staff Work

Competencies:

- Project Management
- Technical writing skills
- Ability to liaise and work effectively with internal and external clients



You may Scan this QR Code or Access the link below to build your PhilSA Application Profile

bit.ly/COS-PLO1-113