



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 and processing of project documents for grant applications (i.e. PDMF Fund, ADB-TA Fund, etc.) and ensure their compliance with the requirements set forth in the guidelines and relevant statutes.
- 2) Assist in the monitoring and updating of the Agency's national-level targets and commitments, and in the collection, validation and analysis of data, related literature, statutes, and other references required to support assumptions and analysis for the Agency's planning activities.
- 3) Monitor events and keep track of policy changes that will impact the SSTA sector in general.
- 4) Arrange and coordinate logistical requirements for meetings, consultations, and workshops, including external stakeholder attendance and event documentation.
- 5) Coordinate with external stakeholders' responses to the request for information and ensure that they are turned in on time and maintain the directory of external stakeholders and planning-related databases.
- 6) Assist in the general research administration support services for the implementation of internally implemented project/s.
- 7) Prepare required reports, communication, correspondences and presentation materials for both planning and project-related activities and assist in the preparation of various documents needed in the implementation, monitoring, and close-out activities of projects.
- 8) Join in official business (local/foreign travels) and participate in project and PhilSA-related events and activities 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.
- 9) Share best practices and know-how with supervisors and the project team.
- 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 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, and in interfacing with external stakeholders
- Experience in preparing project technical assistance documents

Training Background:

- Related training on integrating environmental and social safeguards in projects.

Competencies:

- Good working knowledge on conducting industry, product and service, and customer analysis.
- Technical writing skills and due diligence on information reliability.
- 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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