



Science Research Specialist II

Salary Grade: 16

Item Number: PHILSAB-SRAS2-12-2020

Division: Space International Cooperation Division

Minimum Qualification Standards:

Education: Bachelor's degree relevant to the job

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Professional) / Second Level Eligibility

Duties and Responsibilities:

- 1) Under the direction of the Division Chief (DC), ensure the proper conduct and implementation of all international cooperation activities with relevant national space agencies of other countries and international organizations;
- 2) Assist the immediate supervisor in the coordination of entering into contracts, memoranda of understanding/ agreement or other arrangements in behalf of the State, in consultation with the Department of Foreign Affairs and/or other concerned agencies; and with the Legal Affairs Division of the Philippine Space Agency (PhilSA);
- 3) Assist the immediate supervisor in establishing and maintaining linkages with other national space-related agencies of other countries and international organizations in the peaceful use and development of space;
- 4) Assist in the research and analysis on topics that relate to Philippine space initiatives, programmes, projects, and activities, and prepare high-quality written materials including research papers, statistical reports, briefings and notes that contribute to effective delivery of services of the Division;
- 5) Provide administrative and logistical support in relation to the performance of the international cooperation functions of the Division;
- 6) Proactively monitor the current outer space affairs and space-related technology applications and report the developments as they arise;
- 7) Assist in the implementation of international cooperation programmes, projects, and activities;
- 8) Prepare all communications regarding international cooperation activities of the Agency, as required;
- 9) 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:

Experience:

- Experience and skills in International Relations and Diplomacy, including research, coordination, and reporting;
- Knowledge/ experience working with diplomatic missions in the Philippines, international organization or relevant Philippine government agencies.

Competencies:

- Proven ability to undertake complex work;
- Proven ability to work under time pressure and to effectively communicate with the team, external partners and other stakeholders;
- High level analytical skills, including excellent communication skills (written and oral.)



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