



Planning Officer II

Salary Grade: 15

Item Number: PHILSAB-PLO2-25-2020

Division: Planning and Project Management 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:

A. Project Monitoring Functions

- 1) Conduct regular data gathering for all projects implemented by the agency to track progress against the planned project scope, cost, and schedule and to obtain a reliable understanding of their status for monitoring purposes;
- 2) Consolidate data, information, statistics, and resource utilization of all project progress and prepare regular monitoring and/or compliance reports to oversight agencies (i.e. DBM, NEDA, OP, ARTA etc.);
- 3) Recommend continuous improvement of project monitoring processes and metrics to evaluate the success of a project;
- 4) Keep track of all project risks and regularly update the risk monitoring documents of respective projects (i.e. ROIRP); and
- 5) Ensure that all project monitoring activities are properly documented and filed.

B. Project Results Evaluation Functions

- 1) Assist in the development of project monitoring and evaluation plans;
- 2) Conduct performance reviews for all projects implemented by the Agency;
- 3) Recommend measures to keep performance at an acceptable level and elevate bottlenecks to a higher management level, if necessary; and
- 4) Assist in drafting documents for the dissemination of recommendations that promote impartial assessment, accountability, and learning.

C. General Planning and Coordination Functions

- 1) Collaborate closely with the assigned planning officers and provide them with regular monitoring reports for the tracking of organizational outcomes and alignment with the commitments in national plans and roadmaps;
- 2) Adapt a participative approach and work closely with the research and administration project managers, project leaders and relevant stakeholders to ensure the attainment of project outputs;
- 3) Consolidate all lessons learned and best practices of projects during monitoring and report in project mid-term review;
- 4) Assist in the conduct of regular budget planning, project mid-term review and strategic planning activities;
- 5) Serve as a part of the Quality Management Team (QMT) that ensures the continued implementation of the Quality Management System (QMS);
- 6) Serve as a part of the Strategic Performance Management System (SPMS) secretariat and ensure its seamless implementation;
- 7) Perform other duties of a regular or special nature from time to time.

Applicants who have all or any of the following background are encouraged to apply:

Educational and Training Background:

- Bachelor's Degree related to Public Management, Social Sciences, or any other related disciplines.
- Training course/s related to ISO 9001-2015 Quality Management System Requirements and Documentation.
- Project Management certification (i.e. CAPM, PMP, PRINCE2)

Experience:

- Experience in processing ISO-Quality Management System Certification and/or a previous role as QMS Secretariat.
- Experience in conducting project monitoring and evaluation systems from project initiation to closeout stages.
- Experience in preparing project monitoring/closeout reports.

Competencies:

- Good knowledge of project monitoring concepts and tools.
- Good writing skills and organizational skills.
- Good ability to liaise and work effectively with external clients.
- Ability to learn new M&E frameworks and comply with the directives of top-level management.



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

<https://bit.ly/3S7r4xB>