



Republic of the Philippines
Office of the President
Philippine Space Agency



Planning Officer V

Salary Grade: 24

Item Number: PHILSAB-PLO5-29-2020

Division: Planning and Project Management Division

Minimum Qualification Standards:

Education: Master's Degree or Certificate in Leadership and Management from the CSC

Experience: 4 years of supervisory/management experience

Training: 40 hours of supervisory/management training/learning and development intervention

Eligibility: Career Service (Professional) / Second Level Eligibility

Duties and Responsibilities:

- 1) Under direction, serve as the Division Chief of the Planning and Project Management Division;
- 2) Spearhead the conduct of research on the project's cost-benefit analysis, financial and commercial viability, as well as its consequent impact and contribution to the country's economic development;
- 3) Lead the development, coordination and monitoring of the integrated plans and the project management policies and practices of PhilSA for space science and technology applications (SSTA) development;
- 4) Undertake comprehensive analysis of program plans of the Agency through relevant and appropriate output and outcome indicators in relation to the country's economic development plans and to the international linkages of PhilSA;
- 5) Coordinate the integration of plans from each of the Agency's units in view of the consistency with the overall organizational plan and identify areas where such plans are inconsistent, incomplete or overlapping;
- 6) Lead the preparation and review of research and development and technical project proposals by providing advice and technical expertise on planning and project management matters.
- 7) Lead the provision of consolidated and centralized project management and planning support services to project teams over the project life cycle duration;
- 8) Ensure adherence to internationally accepted planning and project management frameworks, principles, and models;
- 9) Provide mechanisms for active participation, linkage and coordination at all levels within the Agency and with various stakeholder groups in the Agency's planning and project management initiatives and/or thrusts;
- 10) Develop solutions and spearhead the resolution of bottlenecks encountered in the implementation of the division's roles and functions; and
- 11) 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:

- Master's degree in relevant fields (Economics, Management Sciences, Engineering or other related fields)

Experience:

- Market valuation and feasibility studies;
- Project management: particularly on proposal preparation, implementation and closeout; and
- Budgeting, developing strategies, and cost analysis.

Competencies:

- Analytical thinking and decision making
- Building Collaborative, inclusive working relationships

- Managing Performance and coaching results
- Thinking Strategically and creatively
- Creating and Nurturing a high performing organization
- Organized and demonstrate strong written and oral communication skills



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