



Science Research Specialist I

Salary Grade: 13

Item Number: PHILSAB-SRAS1-10-2020

Division: Space International Cooperation Division

Minimum Qualification Standards:

Education: Bachelor's degree relevant to the job

Experience: None required

Training: None required

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 with relevant national space agencies of other countries and international organizations;
- 2) 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;
- 3) Assist the immediate supervisor in the research and analysis on topics that relate to Philippine space initiatives, programmes, projects, and activities, and prepare briefings materials and notes that contribute to effective delivery of services of the Division;
- 4) Provide administrative and logistical support, and liaising in relation to the performance of the international cooperation functions;
- 5) Proactively monitor the current outer space affairs and space-related technology applications and report the developments;
- 6) Prepare communications relative to international cooperation activities of the Agency;
- 7) 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:

Competencies:

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



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