



Project Development Officer I

Salary Grade: 11

Item Number: PHILSAB-PDO1-16-2020

Division: Space Business Development 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) Provide administrative, secretarial, and clerical support to the Section by performing the Standard Administrative Assistance Tasks (SAAT);
- 2) Serve as the receptionist, and customer service representative of the Division and the Project Assistant of the incubator program;
- 3) Answer general questions pertaining to products, services, and programs offered by the Agency;
- 4) Serve visitors by greeting, welcoming, and directing them appropriately;
- 5) Notify company personnel of visitor arrival;
- 6) Inform visitors by answering or referring inquiries;
- 7) Direct visitors by maintaining employee and department directories;
- 8) Maintain security by following procedures, monitoring logbook, and issuing visitor badges;
- 9) Operate the telecommunication system by following manufacturer's instructions for house phone and console operation;
- 10) Support continuity among work teams by documenting and communicating actions, irregularities, and continuing needs;
- 11) Manage conference meeting rooms' reservations;
- 12) Facilitate liaison between the incubator and the local communities and businesses, establish and facilitate contact with Government Officials and technical professionals and generally works in close collaboration with the rest of the Incubator team to ensure the successful implementation of the program;
- 13) Responsible for maintaining confidential client records, files and mailing lists;
- 14) Prepare periodic management reports (eg Customer Service Report, Office, Accounting, Database Update, Correspondence Reports, etc) as required by the division chief and/or PDO III;
- 15) Assist in the management of the financial activities of the incubator,
- 16) Assist with or conduct special projects or business workshops as assigned and
- 17) Performs 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 Economics, Management, Development Studies, Business, Industrial or Management Engineering, Entrepreneurship, Finance, Marketing, International Business, Public Administration or any related field

Experience Background:

- Experience in conducting market research, analyzing market data, and staying updated on industry trends.

- Experience in cultivating and managing relationships.
- Experience in public-private partnerships and policy advocacy
- Experience in cross-functional teamwork

Competencies:

- Market Analysis: The ability to research and analyze industry trends, competitive landscapes, and market opportunities.
- Relationship Building: Building and maintaining strong relationships with clients, partners, stakeholders, and industry peers.
- Communication: Effective verbal and written communication skills
- Cross-functional Collaboration: Working collaboratively with different departments, teams, and stakeholders within the organization.
- Problem Solving: Proficiency in identifying issues, analyzing root causes, and developing practical solutions.
- Data Analysis: Skill in utilizing data analytics tools and techniques.
- Administrative Support: Proficiency in providing administrative, secretarial, and clerical support, including organization and deadline management.



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