



Republic of the Philippines
Office of the President
Philippine Space Agency



Project Development Officer I

Salary Grade: 11

Item Number: PHILSAB-PDO1-17-2020

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) Assist in devising and evaluating methods for collecting data;
- 2) Assist in the conduct of qualitative and quantitative research;
- 3) Assist in researching and collecting space-industry-related qualitative and quantitative data and consolidating information into actionable items, reports, and presentations;
- 4) Assist in compiling and analyzing statistical data using modern and traditional methods;
- 5) Assist in the conduct of valid and reliable market research SWOT Analysis;
- 6) Interpret data, formulate reports and make recommendations;
- 7) Participate in the conduct of market/ customer feedback interviews, if necessary, with end users, manufacturers and distributors;
- 8) Participate in the conduct of competitive analysis on various space companies' market offerings; identification of market trends, pricing/business models, sales and methods of operation;
- 9) Create a visual of industry trends and of competitors so the Agency can predict how products and services will fare in the marketplace;
- 10) Review market and competitor data to uncover market opportunities and address business issues; 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:

- 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:

- 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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