



Republic of the Philippines
Office of the President
Philippine Space Agency



Procurement Associate II

Status: Contract of Service

Monthly Salary: Php 32,400.00 (*inclusive of 20% premium*)

Item Code: COS-PA2-87

Division: General Services Division

Required Qualification:

- Education: Bachelor's degree relevant to the job
Experience: At least one (1) year of relevant experience
Training: At least four (4) hours of training on the Government Procurement Reform Act (RA 9184) and its Implementing Rules and Regulations (IRR)
Eligibility: None required
Competencies:
- Effectively communicates through written reports and correspondences
 - Creates and presents concise and informative reports

Duties and Responsibilities:

1. Provide administrative support to the Bids and Awards Committee (BAC);
2. Organize and make all necessary arrangements for the BAC meetings and conferences;
3. Prepare minutes of the meetings and resolutions of the BAC;
4. Assist in the sale and distribution of Bidding Documents to interested bidders;
5. Advertise and/or post bidding opportunities, including Bidding Documents and Notices of Awards;
6. Assist in managing the procurement process;
7. Assist in the monitoring of procurement activities and milestones for proper reporting to relevant agencies when required;
8. Consolidate Project Procurement Management Plans (PPMPs) from various units of the procuring entity into one (1) Annual Procurement Plan (APP) with the assistance of the Planning and Project Management Division (PPMD), as necessary, and make them available for review;
9. Assist in the preparation of documents to be submitted to oversight agencies like the Commission on Audit and Government Procurement Policy Board;
10. Act as the central channel of communications for the BAC with end users, project management office/s, other units of the agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public; and
11. Perform other duties as may be assigned by the supervisor.



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