



Republic of the Philippines
Office of the President
Philippine Space Agency



Planning Associate II

Status: Contract of Service

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

Item Code: COS-PLA2-127

Division: Planning and Project Management Division

Required Qualification:

Education: Bachelor's degree related to Electronics Engineering and other related fields

Experience: None required

Training: None required

Eligibility: None required

Competencies:

- Good knowledge of Microsoft Excel, PowerPoint, and Word
- Good writing skills and organizational skills
- Good ability to liaise and work effectively with external clients

Duties and Responsibilities:

1. Responsible for general research administration support services for the implementation of internally implemented project/s;
2. Assist in the preparation of various documents needed in the planning, implementation, monitoring, and close-out activities of the project;
3. Assist in the conduct of market studies and coordination with prospective suppliers on project-related procurement activities;
4. Prepare correspondences (e.g., letters, memoranda, notice of meeting) for various project-related activities;
5. Generate and maintain the directory of external stakeholders who are invited to participate in online surveys, focus groups, and consultation workshops;
6. Arrange the logistical requirements of meetings/consultations/workshops and coordinate the attendance of external stakeholders in connection with the implementation of the project/s;
7. Ensure that the meetings/consultations/workshops with the external stakeholders are properly documented;
8. Follow up with external stakeholders' responses to the request for information and ensure that they are turned in on time to the project team;
9. Share best practices and know-how with supervisors and project team;
10. Join in official business (local/foreign travels) as may be necessary to effectively carry out his/her duties and responsibilities. He/She shall be entitled to equivalent allowances for official local and foreign travels of government employees charged against the general funds, subject to the usual government accounting and auditing rules and regulations;
11. Participate in project and PhilSA-related events and activities;
12. Perform other duties of a regular or special nature as may be assigned from time to time.



You may Scan this QR Code or Access the link below to build your PhilSA Application Profile

<https://bit.ly/PLA2-127>