



Republic of the Philippines  
Office of the President  
**Philippine Space Agency**



## Chief Administrative Officer

Salary Grade: 24

Item Number: PHILSAB-CADOF-15-2020

Division: Finance Division

### Minimum Qualification Standards:

Education: Master's Degree or Certificate in Leadership and Management from the CSC

Experience: 4 years of supervisory/management experience

Training: 40 hours of supervisory/management training/learning and development intervention

Eligibility: Career Service (Professional) / Second Level Eligibility

### Duties and Responsibilities:

- 1) Under direction, serve as the Division Chief of Finance Division.
- 2) Responsible for directing and managing the day-to-day operations of the Budget Section and Accounting Section under the Finance Division;
- 3) Assume responsibility for the discipline and efficiency of the staff of the division;
- 4) Upon authority of the Director, approve and sign disbursements, checks and other documents of financial character.
- 5) Responsible for the preparation, coordination, and consolidation in the operational budget for the consideration of the Director.
- 6) Responsible for the preparation of requests and reports for the release of allotments/Notice of Cash Allocation (NCA) and other related financial matters.
- 7) Provide technical advice to management on financial matters and assist the Director on the formulation and implementation of financial policies.
- 8) Contribute to the preparation and review of Research and Development (R&D) and technical project proposals by providing advice on finance matters.
- 9) Lead the provision of consolidated and centralized finance support services to project teams over the project life cycle duration.
- 10) Attend external functions related to finance matters; 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:

- Master's degree in relevant field

#### Experience:

- Knowledgeable on Government rules and regulations and Accounting and Budgeting process;
- Experience in financial analysis and management of resources

#### Eligibility:

- Preferably a certified Public Accountant

#### Competencies:

- Building Collaborative, inclusive working relationships
- Managing Performance and coaching results
- Thinking Strategically and creatively
- Creating and Nurturing a high performing organization
- Organized and demonstrate strong written and oral communication skills



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