



Republic of the Philippines
Office of the President
Philippine Space Agency



Planning Associate II

Status: Contract of Service

Monthly Salary: Php 34,214.40 (*inclusive of 20% premium*)

Item Code: COS-PLA2-77

Division: Planning and Project Management Division

Required Qualifications:

Education: Bachelor's Degree related to Communications, Social Sciences, and other related fields

Experience: None required

Training: None required

Eligibility: None required

Competencies:

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

Duties and Responsibilities:

Under general supervision:

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. Participate in project and PhilSA-related events and activities;
11. Perform other duties of a regular or special nature as may be assigned from time to time.



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<https://bit.ly/COS-PLA2-77>