



Republic of the Philippines
Office of the President
Philippine Space Agency



Information Officer V

Salary Grade: 24

Item Number: PHILSAB-INFO5-27-2020

Division: Public Relations and Information 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) Serve as the Division Chief (DC) of the Public Relations and Information Division (PRID);
- 2) Develop internal policies and guidelines for all aspects of communication and public relations, such as branding guidelines, communications plans, and crisis management procedures;
- 3) Provide guidance to all internal and external communications channels, and oversee digital platforms content to ensure alignment with the established Agency brand;
- 4) Lead all public outreach activities, including planning and coordinating public events, that promote the utilization, inclusivity, increased awareness, and appreciation of Space Science and Technology Applications (SSTA) among Filipinos and showcase Filipino SSTA Innovations to the world;
- 5) Manage the public image of the Agency, ensuring that it is consistent with Agency's core values and branding;
- 6) Provide advice to the Director General and/or the Executive Committee on using the widest practicable and appropriate dissemination of information to the media and general public concerning PhilSA activities and outputs and other space related matters;
- 7) Review and ensure quality outputs of the Division prior to the Director's review and approval; and
- 8) 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 in public management, communications, social science, or related fields

Experience:

- Management in public relations or communications unit/office
- Science communication
- Participation or exposure to SSTA activities

Competencies:

- Exceptional written and oral communication skills both in English and Filipino
- Interpersonal and leadership skills
- Originality, creativity, and advertising skills
- With knowledge and experience in data privacy regulations



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

<https://bit.ly/3BK87wK>