

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICE
POSTING PERIOD **01 JUN 2023** TO **16 JUN 2023**

No.	POSITION TITLE (with major tasks/functions)	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
	TOTAL		33							
1	Chief Statistical Specialist - Serves as the technical and administrative head of the division; - Plans and manages the division for efficient development, compilation, consolidation, and updating of agricultural accounts and indicators and generation of socioeconomic statistics related to agriculture and fishery sector; and - Manages the implementation of projects and other developmental activities and the conduct of researches and studies for the improvement of agricultural accounts and indicators.	24	1	SSO-MAS-AAD	PSA-CSTATS-100-2015	Master's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Five (5) years demonstrated ability in the statistical, technical and ICT operations, surveys in all aspects of socio-economic life, data analysis and project management and data visualization, Four (4) years of which are in position/s involving management and supervision; and has working knowledge in Office software (e.g.) spreadsheet, word processing and presentation)	Forty (40) hours training preferably on statistical methods, tools, project management, processes, and supervision and 40 hours of training in management and supervision	Career Service Professional/ Second Level Eligibility	Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
2	Information Technology Officer III - Provides overall supervision in the preparation of plans, programs, and strategies for the development and implementation of digital mapping systems for the CBMS conduct; - Directs the development of GIS-based application to support the geotagging of housing unit and government projects in coordination with relevant government agencies LGUs; - Prepares plans, programs, and strategies for the development and implementation of digital mapping systems for the conduct of the CBMS; - Oversees the regular updating of geographic database and maps for CBMS purposes; - Leads the coordination and collaboration with other government agencies and private organizations to: (a) explore new and emerging geospatial technologies that may be adopted for use in the conduct of the CBMS and (b) harmonize local level information systems considering the CBMS; and - Leads the development of policies and standards in geospatial matters in the implementation of CBMS.	24	1	CTCO-CBSS-GMD	PSA-ITO3-83-2021	Master's degree OR Certificate of Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention undertaken	Career Service Professional/ Second Level Eligibility	Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
3	Planning Officer IV - Assists the Planning Officer V in managing the division; - Leads in the formulation and updating of plans, policies, and guidelines related to PhilSys; and - Monitors implementation of communication awareness campaign.	22	1	PRO-PCMS-PPCD	PSA-PLO4-21-2019	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
4	Supervising Administrative Officer - Assists the Chief Administrative Officer (Budget Officer V) in the supervision of the division; - Assists the Chief Administrative Officer (Budget Officer V) in the preparation, study, review and consolidation of agency's budget estimates, financial and work plans, and realignment of funds; - Supervises the preparation and review of the agency's required reports, obligations, control and allocation of funds that are engaged in maintenance services such as carpentry; and - Attends budget hearings at the Department of Budget and Management, House of Representatives and Senate of the Philippines.	22	1	CRCO-FAS-BD	PSA-SADOF-191-2015	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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5	Supervising Statistical Specialist - Assists in planning, organizing, directing, coordinating and controlling, programs, policies, standards, guidelines, and systems relative to the conduct of statistical surveys/studies on employment demand; - Monitors the activities and deliverables of the division and makes recommendations for improvement; - Prepares budgetary and other resource requirements of statistical operations; - Represents the organization in regional/national/international meetings, committees, and conferences when so directed by the head of office; and - Reviews and endorses to the Chief Statistical Specialist reports on statistical activities.	22	1	SSO-SSSS-EDSD	PSA-SVSTATS-103-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Four (4) years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Thirty-two (32) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
6	Accountant III - Provides technical advice on financial matters to the head of the Accounting Division; and - Certifies the correctness and accuracy of special journals, general journals, and other prescribed Trial Balance, Statement of Financial Performance, Statement of Financial Position.	19	1	CRCO-FAS-AD	PSA-A3-210-2015	Bachelor's degree in Commerce/Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080 (CPA)	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
7	Information Technology Officer I - Develops and formulates standards and procedures for monitoring of compliance of PSA and its stakeholders to the existing security rules and regulations as well as relevant issuances and report any violation to the management; - Monitors system and device compliance, filling of policies, security protocols, incident reports, data breach investigation, security reports, manpower access, and e-signatures; - Determines possible security lapses in the existing security protocols on cryptographic matters and classified matters in electronic form; - Assists in the determination of the most appropriate means in accomplishing the delivery of classified message in accordance with the specified precedence and security requirements; - Coordinates with regulatory agencies and PSA units on all aspects of data privacy and security of PSA and the relying parties; and - Performs other duties and task that may further the interest of data privacy and security and uphold the rights of the data subject.	19	1	PRO-SISS-DCRPID	PSA-ITO1-56-2021	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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8	Attorney II - Supervises, plans, evaluates, and monitors various physical development/infrastructure programs, activities, and projects of the PSA; - Supervises and facilitate compliance with the requirements of concerned regulatory agencies such as pollution control, sanitation and employees' safety, including the repair of office furniture/fixtures, including minor repair of structures/buildings, and maintenance of facilities such as aircon units, electrical and mechanical equipment; - Supervises, coordinates and monitors all procurement activities of the PSA Central Office; and - Provides technical assistance to the end-user units in the preparation of their Project Procurement Management Plans (PPMPs) and responsible for all post-award contract management activities, including coordination with end-users for the acceptance of goods and services and with the Finance Divisions for payment of contracts.	18	1	ONS-LS	PSA-ATY2-177-2021	Bachelor of Laws	None required	None required	RA1080 (Attorney)	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
9	Planning Officer III - Reviews the formulation and updating of policies and guidelines related to the PhilSys; - Proposes and develops innovation on various policies, processes, and procedures for the sustainability of the PhilSys; and - Heads the secretariat function of the assigned PhilSys Technical Working Groups on Legal Affairs (TWG-LA) and Inter-Agency Committee on Legal Affairs (IAC-LA).	18	1	PRO-PCMS-PPCD	PSA-PLO3-23-2019	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
10	Registration Officer III - Reviews and resolves cases of possible fraud in identity registration and authentication while supervising the day-to-day operations and performance of identity registration and authentication investigation activities; and - Leads the conduct of investigation on cases of possible identity fraud or misrepresentation and provide recommendations for the resolution thereof.	18	1	PRO-FMCMs-FMD	PSA-REGO3-24-2021	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	Preferably Bachelor's degree in Criminology, Forensic Sciences, Laws or related field Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
11	Registration Officer III - Acts as the section head of the Registration Center Management; - Coordinates with NGAs, GOCCs, and LGUs on partnerships in the implementation of PhilSys; - Plans and monitors the establishment of PhilSys Centers; - Facilitates mobilization of resources for PhilSys center operations; and - Assists in the development of business rules and workflows for PhilSys frontline services.	18	1	PRO-ROS-RMD	PSA-REGO3-6-2019	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
12	Statistical Specialist II - Assists in the planning and development of the Census of Population and Housing (CPH) including the design and review of the CPH questionnaires and administrative forms and instructions manuals; and - Coordinates data processing activities for the CPH, including preparation of edit and table specifications and application of statistical quality control activities to ensure validity of census data, as well as prepares/writes analysis for publication of data and other forms of data dissemination.	16	1	CTCO-NCS-PHCD	PSA-SS2-380-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Two (2) years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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13	Statistical Specialist II - Conducts methodological and analytical studies for improvement of statistical processes; and - Prepares dissemination materials to present key findings of conducted research studies and training/workshop materials for the transfer of knowledge on new methodologies/procedures for implementation.	16	2	ONS-SMU	PSA-SS2-74-2015 PSA-SS2-75-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Two (2) years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
14	Information Systems Analyst II - Assists in the device certification and relying party integration programs; and - Acts as technical support to Relying Party in the implementation of Authentication services.	16	1	PRO-SISS-DCRPID	PSA-INFOSA2-62-2021	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
15	Information Officer II - Develops webpages and provides assistance to Content Manager/s; - Maintains the website and other online dissemination systems; - Assists in formulating and implementing website policies and other online dissemination systems; - Backs up website and other online dissemination system files and databases; and - Prepares website analytics reports.	15	1	CTCO-ITDS-KMCD	PSA-INFO2-68-2015	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
16	Administrative Officer III - Assists the Procurement Management Section (PMS) Head in the supervision of the Bids and Awards Committee Secretariat Unit; - Ensures proper, effective, and efficient implementation of RA 9184 and its Updated Revised Rules and Regulations; - Provides technical assistance in various procurement; - Facilitates procurement activities; - Prepares Project Procurement Management Plan of the division; - Prepares the Annual Procurement Plan of the PSA Central Office; and - Performs tasks as Inspectorate Team Member for ICT Equipment.	14	1	CRCO-FAS-GSD	PSA-ADOF3-582-2015	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
17	Registration Officer II - Performs identity validation and deduplication through manual adjudication and manual verification over demographic and biometric information using technical solutions in the PhilSys back-end identity registration; and - Reviews the consistency of results of identity validation comprising manual adjudication and manual verification, and conduct a further examination, analysis, and evaluation of the biometric and demographic data of the applicant against each matching candidate as needed.	14	5	PRO-ROS-IVD	PSA-REGO2-18-2021 PSA-REGO2-27-2021 PSA-REGO2-28-2021 PSA-REGO2-29-2021 PSA-REGO2-30-2021	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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18	Statistical Specialist I - Maintains, archives, and regularly updates GIS geodatabase and maps; - Ensures integration of National CBMS Databank with local-level CBMS databanks; - Generates CBMS data visualizations for public dissemination and reports showing the integration of geospatial and statistical information for stakeholders; - Assists in the workload and budget requirement for geotagging activities; - Conducts geotagging activities and other related activities by the division; and - Monitors status of geotagging activities at the local level.	13	1	CTCO-CBSS-GMD	PSA-SS1-7-2022	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
19	Statistical Specialist I - Compiles, organizes, analyzes, and maintains primary and secondary statistics and other relevant information on livestock and poultry; and - Prepares drafts of statistical reports.	13	1	SSO-ESSS-LPSD	PSA-SS1-156-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
20	Statistical Specialist I - Generates, compiles, consolidates, and updates statistics/indicators on the assigned subject matter; - Prepares statistical reports/articles, memoranda, resolutions, letters, and other official documents related to the output of the division;	13	1	SSO-MAS-IAD	PSA-SS1-134-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
21	Administrative Officer II - Assists and prepares Request for Quotation, Notice of Award, Purchase/Order/Contract, Notice to Proceed, Inspection and Acceptance Report, Requisition of Issued Supplies, and Disbursement Vouchers for the procurement of all projects; - Conducts canvass/procurement of goods or services, infrastructure, and consultancy; - Assists in the maintenance of procurement eligibility documents and other records; - Coordinates with end-user and suppliers the status of procurement projects; - Consolidates and prepares report regarding Supplier's Evaluation; and Other administrative function: > Consolidates and monitors Energy Conservation Reports and other administrative reports; > Performs tasks related to QMS Secretariat; and > Performs tasks related to Inspection of Printed Goods.	11	1	CRCO-FAS-GSD	PSA-ADO2-114-2015	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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22	Internal Auditor I - Under general supervision, conducts researches to obtain background information on the activities to be audited and discusses research findings with the audit team leader; and - Performs standard auditing work and drafts report on the results of audit.	11	1	ONS-IAD	PSA-IAUD1-178-2021	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	Preferably Bachelor's of Law, Accounting, Public Administration, Criminology, Information Technology/Computer Science and other disciplines related to the above mentioned) Preferably with at least one (1) year in position/s involving government Internal Auditing, Administrative or Criminal Investigation and/ or Forensics (e.g., Accounting, Information Technology, and other related disciplines) Preferably with at least four (4) hours of training in government Internal Auditing, Administrative or Criminal Investigation and/or Forensics (e.g., Accounting, Information Technology, ISO Management Systems and other related disciplines) Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
23	Statistical Analyst - Gathers inputs leading to the update, amendment or revision of statistical standards and assists in the conduct of research for the improvement of statistical standards; and - Assists in the review of surveys/censuses particularly on sampling design, forms content, and statistical outputs, in line with the implementation of the Statistical Survey Review and Clearance System.	11	1	CTCO-SS-SSD	PSA-SA-402-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
24	Statistical Analyst - Compiles and processes survey data including checking of completeness and consistency; - Assists in the gathering of information in the preparation of statistical reports; and - Assists in the maintenance of statistical databases of the unit/division.	11	1	SSO-ESSS-PSD	PSA-SA-267-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
25	Statistical Analyst - Assists in the processing of survey data including checking for completeness, consistency of the data, validation, tabulation, and preparation of statistical reports such as publications and special releases including layout of publication and conversion to PDF; and - Assists in the organization, maintenance of statistical data files, and updating databases of the division.	11	1	SSO-ESSS-SSD	PSA-SA-336-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat



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26	Registration Officer I - Monitors the status of LGU-Based and PSA-Based Fixed Registration Centers; - Assists in coordinating with Registration Centers on the operational concerns in their respective areas; - Consolidates issues and concerns encountered therein reported of PSA Field Offices concerning PhilSys registration; and - Assists in the monitoring of PhilSys activities to ensure the enrolment of citizens and resident aliens into the PhilSys.	10	1	PRO-ROS-RMD	PSA-REG01-18-2021	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
27	Assistant Information Officer - Assists in the implementation of communication and information dissemination policies of the division through offline and online platform, specifically library and publication services; - Assists in digitization, cataloging, and content management of the digital library system; and - Assists in data gathering and updating of publications produced by KMCD (PSY, PIF, PSB, MSI, NQS and Catalogue of PSA Publications).	8	1	CTCO-ITDS-KMCD	PSA-AIO-61-2015	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First Level Eligibility	Preferably with background in Library Science course Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
28	Internal Auditing Assistant - Under immediate supervision, assists internal auditors in the conduct of internal audit; and - Does related work.	8	1	ONS-IAD	PSA-IAAS-5-2015	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First Level Eligibility	Preferably with at least one (1) year in position/s involving government Internal Auditing, Administrative or Criminal Investigation and/ or Forensics (e.g., Accounting, Information Technology, and other related disciplines) Preferably with at least four (4) hours of training in government Internal Auditing, Administrative or Criminal Investigation and/or Forensics (e.g., Accounting, Information Technology, ISO Management Systems and other related disciplines) Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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