

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITION - Contract of Service Worker

Posting Period: **24 SEP 2024** to **04 OCT 2024**

NO.	POSITION TITLE (with major tasks/functions)	COMPARABLE SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT	QUALIFICATIONS				COMPENSATION		REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	SALARY PER MONTH	(PLUS UP TO 20% PREMIUM)	
TOTAL			6								
1	Administrative Officer V (Training Specialist III) - Assist in drafting pertinent documents relevant to the planning and implementation of learning and development interventions (i.e., training designs, guidelines, memoranda, etc.); - Assist in committee meetings through secretarial membership/s; - Assist in the development, formulation and execution of policies, regulations, and others in all areas of career and personal development in accordance with the civil service laws and rules; - Draft the annual training calendar, subsequent revisions, and/or catch-up plans; - Prepare budget requirement/s for the various training programs, scholarship programs, and other programs for the operation of the section; - Serve as resource person in training programs and seminars; - Represent the division/agency on various meetings relative to training, scholarship, and other programs/interventions; - Prepare lectures and hand-outs for in-house training programs; - Act as lecturer of some identified in-house training programs, seminars & workshops; and - Coordinate with training providers/scholarship sponsoring agencies on the available training/scholarship programs.	18	1	CRCO-FAS-HRD	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php 46,725.00	Php 9,345.00	
2	Information Systems Analyst II - Assist in the requirements analysis, planning, and implementation of the systems for various livestock and poultry surveys to optimize business processes and improve system usage; - Assist in analyzing business issues, recommend possible solutions, and work with users and IT team for the actions needed to resolve the problems; - Prepare the necessary documentation and conduct the user training for the implementation of the proposed systems and enhancement of the existing systems; - Work closely with the IT teams to ensure successful implementation of the user requirements; - Identify areas for modification in existing programs and subsequently develop these modifications; - Evaluate systems performance and recommend corrective measure when necessary; - Write and implement efficient codes; - Test programs to ensure compliance to specifications and efficiency; - Do integration testing; - Troubleshoot, debug, and resolve production issues; - Provide technical assistance related to the information systems of the division; and - Work closely with other developers, and information systems analysts.	16	1	SSO-ESSS-LPSD	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php 39,672.00	Php 7,934.40	

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3	Information Systems Analyst II - Assist in the requirements analysis, planning, and implementation of the systems for various fisheries surveys to optimize business processes and improve system usage; - Assist in analyzing business issues, recommend possible solutions, and work with users and IT team for the actions needed to resolve the problems; - Prepare the necessary documentation and conduct the user training for the implementation of the proposed systems and enhancement of the existing systems; - Work closely with the IT teams to ensure successful implementation of the user requirements; - Identify areas for modification in existing programs and subsequently develop these modifications; - Evaluate systems performance and recommend corrective measure when necessary; - Write and implement efficient codes; - Test programs to ensure compliance to specifications and efficiency; - Do integration testing; - Troubleshoot, debug, and resolve production issues; - Provide technical assistance related to the information systems of the division; and - Work closely with other developers, and information systems analysts.	16	1	SSO-ESSS-FSD	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php 39,672.00	Php 7,934.40	
4	Statistical Specialist II - Serve as a developer of applications/systems for the survey; - Prepare a well-designed database structure to ensure consistency and efficiency of the system for the survey; - Prepare the necessary documentation and conduct the user training for the implementation of the proposed system and enhancement of the existing system; - Identify areas for modification and subsequently develop these modifications; - Evaluate systems performance and recommend corrective measure when necessary; - Write and implement efficient codes; - Test programs to ensure compliance with specifications and efficiency; - Do integration testing; and - Troubleshoot, debug, and resolve programming issues.	16	1	SSO-ESSS-SSD	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Preferably with Career Service Professional/ Second Level Eligibility	Php 39,672.00	Php 7,934.40	

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5	Statistical Analyst - Receipt and control of questionnaires; - Monitor/follow-up submission of reports and queries from sample respondents; - Assist in the processing and validation of establishment-based survey data including checking of completeness and consistency of data, and imputation of non-responding establishments; - Assist in the compilation and computation of Producer Price Index (PPI) for Services; - Assist in the development of a calculation system for the generation of PPI for Services; - Assist in the preparation of statistical reports such as press releases, special releases, infographics, and statistical tables; - Assist in the organization and updating of the database; and - Assist in the preparation of presentation materials.	11	1	SSO-ESSS-SSD	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php 27,000.00	Php 5,400.00	
6	Statistical Analyst - Assist in the updating of the survey instrument; - Assist in the updating of the manual; - Assist in the preparation of Statistical Survey Clearance; - Receipt and control of questionnaires; - Monitor/follow-up submission of reports; - Assist in the processing and validation of establishment-based survey data including checking of completeness and consistency of data, and imputation of non-responding establishments; - Assist in the validation of reports from sample establishments; - Assist in the preparation of statistical reports such as press releases, special releases, infographics, and statistical tables; - Assist in the organization and updating of the database; and - Assist in the preparation of presentation materials.	11	1	SSO-ESSS-SSD	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php 27,000.00	Php 5,400.00	