PHILIPPINE STATISTICS AUTHORITY

HIRING OF CONTRACT OF SERVICE WORKERS FOR NATIONAL CENSUSES SERVICE
Duration of Contract from March 18 to December 31 2019

TERMS OF REFERENCE	SG	POSITION TITLE	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	QUALIFICATIONS	REMARKS
			15			
• To serve as technical staff of the office of the Assistant National Statistician; • Prepare papers, reports and other technical documents in relation to the activities or concerns of the National Censuses Service; • Assist in the activities of the different divisions of the National Censuses Service; • Attend trainings, workshops and orientations; • Participate in fieldwork whenever necessary; • Coordinate with the divisions of the National Censuses Service and other divisions of PSA; • Consolidate administrative reports and documents from divisions of National Censuses Service as required by the PSA; • Attend workshops, meetings, and/or fieldworks; and • Perform other work that may be assigned by the Assistant National Statistician.	11	Statistical Analyst (Contract of Service)	1	Office of the Assistant National Statistician - NCS	• Graduate of Bachelor of Science in Statistics, Mathematics, Economics, Engineering or other related fields; • Preferably with previous employment in the field of statistics or mathematics, or with relevant experience in undertakings related to their fields; • Preferably with training in the same fields mentioned above; • Preferably with Sub-Pro/Professional Civil Service Eligibility • Knowledge or background in any statistical software (e.g. CSPro, SPSS, R Programming, Stata) is an advantage • Computer literate, specifically Microsoft Windows, Word, Excel, Powerpoint, and Publisher • With good moral character; and • Willing to work beyond office hours from Monday to Friday and/or Saturdays, and holidays, if needed.	
• Assist in the generation of list of sample households/housing units for LFS rounds and other household-based surveys • Assist in the preparation and computation of basic weights for LFS rounds and other household-based sample surveys; • Prepares summary worksheets of various result code indicators by PSU, Province, Survey and Reference quarter/year (e.g. CBL, etc.); • Assist in the development of technical and operations manuals for the processing of GIS-based geo-tagged building structures; • Assist in the documentation of 2018 geo-tagging activity including the preparation of materials, review and consolidation of map data files from the results of 2018 geo-tagging activity; • Assist in the preparation of maps and other materials needed for the 2020 Census of Population and Housing preparatory activities including that of the preparation for the 2019 geo-tagging for the remaining building structures, 2019 EA delineation to develop 2019 EA reference file for the 2020 CPH; • Attend workshops, meetings, and/or fieldworks related to Geotagging and 2020 CPH; and • Perform other tasks assigned by Supervisors.	11	Statistical Analyst (Contract of Service)	2	Census Planning and Coordination Division	• Graduate of Bachelor of Science in Statistics, Mathematics, Economics, Engineering or other related fields; • Preferably with previous employment in the field of statistics or mathematics, or with relevant experience in undertakings related to their fields; • Preferably with training in the same fields mentioned above; • Preferably with Sub-Pro/Professional Civil Service Eligibility • Knowledge or background in any statistical software (e.g. CSPro, SPSS, R Programming, Stata) is an advantage • Computer literate, specifically Microsoft Windows, Word, Excel, Powerpoint, and Publisher • With good moral character; and • Willing to work beyond office hours from Monday to Friday and/or Saturdays, and holidays, if needed.	

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• Assist in the preparation of materials for stakeholders meetings; • Assist in the preparation of minutes of stakeholders meetings; • Assist in the preparation of tools and materials for the 2019 pilot census; • Assist in the evaluation of workload analysis submitted/evaluated by the field offices (manpower, allocation of forms and materials for the actual census); • Evaluate or test programs for the post data capture/cleaning processing such as certification pass, reformatting, generation of statistical tables, and others; • Assist in the preparation of reports on Pilot Census; • Participates in fieldwork whenever necessary; • Attendance to trainings and workshops related to 2020 CPH. • Attending to data requests; • Conduct of QMS activities; and • Perform other tasks assigned by Supervisors.	11	Statistical Analyst (Contract of Service)	2	Population and Housing Census Division	• Graduate of Bachelor of Science in Statistics, Mathematics, Economics, Engineering or other related fields; • Preferably with previous employment in the field of statistics or mathematics, or with relevant experience in undertakings related to their fields; • Preferably with training in the same fields mentioned above; • Preferably with Sub-Pro/Professional Civil Service Eligibility • Knowledge or background in any statistical software (e.g. CSPro, SPSS, R Programming, Stata) is an advantage • Computer literate, specifically Microsoft Windows, Word, Excel, Powerpoint, and Publisher • With good moral character; and • Willing to work beyond office hours from Monday to Friday and/or Saturdays, and holidays, if needed.	
2012 Census of Agriculture and Fisheries • Assist in preparation of regional, provincial, city/municipal, and barangay-level tables (Agriculture, Aquaculture, and Fishing) in excel formatand PC-Axis Files for PSAOpenStat webpage. 2022 Census of Agriculture and Fisheries • Assist in the consolidation of Fish Landing Centers and Agricultural Lands Converted; • Assist in Questionnaire content and design; • Assist in the preparation of documents and materials for the conduct of Focus Group Discussions (FGDs) on Crops, Livestock/Poultry, Fishing and Aquaculture for the development and improvement of 2022 CAF questionnaires and materials; • Assist in the processing of FGD results and consolidation of FGD reports; • Assist in the preparation of materials and outputs for series of learning sessions regarding core, essential and supplemental data items to be collected (including concepts/definitions) based on WCA 2020, Global Strategy to Improve Agricultural and Rural Statistics, and Sustainable Development Goals; • Assist in the conduct of research activities for 2022 CAF; • Participates and performs secretariat duties in the conduct of trainings, workshops, consultative meetings and other capacity building activities for 2022 CAF; • Participates in fieldwork whenever necessary; • Attend to data requests; • Perform QMS activities; and • Perform other tasks assigned by Supervisors	11	Statistical Analyst (Contract of Service)	1	Agriculture and Fisheries Census Division	• Graduate of Bachelor of Science in Statistics, Mathematics, Economics, Engineering or other related fields; • Preferably with previous employment in the field of statistics or mathematics, or with relevant experience in undertakings related to their fields; • Preferably with training in the same fields mentioned above; • Preferably with Sub-Pro/Professional Civil Service Eligibility • Knowledge or background in any statistical software (e.g. CSPro, SPSS, R Programming, Stata) is an advantage • Computer literate, specifically Microsoft Windows, Word, Excel, Powerpoint, and Publisher • With good moral character; and • Willing to work beyond office hours from Monday to Friday and/or Saturdays, and holidays, if needed.	

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Assist in the following: ⬜ Census of Philippine Business and Industry (CPBI) • Maintenance and security of the Statistical Business Register (SBR) database, including maintenance of SICD in-house server; • Minor trouble shooting of computer hardware and software related problems; • Updating of the Statistical Business Register (SBR) including coding and review of consistency of data items; • Creation and review of reference files being used in the machine processing systems for SBR and the CPBI; • Machine processing and validation of data items in the 2018 CPBI and ULE Forms; • Review of preliminary and final list of establishments and list of enterprises; • CPBI Machine Processing System's Testing; and • Preparation of business profiles of selected establishments/ enterprises. ⬜ Attend workshops, meetings, and/or fieldworks related to ULE and SBR; and ⬜ Perform other tasks assigned by Supervisors.	11	Statistical Analyst (Contract of Service)	2	Service and Industry Census Division	• Graduate of Bachelor of Science in Statistics, Mathematics, Economics, Engineering or other related fields; • Preferably with previous employment in the field of statistics or mathematics, or with relevant experience in undertakings related to their fields; • Preferably with training in the same fields mentioned above; • Preferably with Sub-Pro/Professional Civil Service Eligibility • Computer literate, specifically Microsoft Windows, Word, Excel, Powerpoint, and Publisher • High analytical skills • With good moral character; and • Willing to work beyond office hours from Monday to Friday and/or Saturdays, and holidays, if needed.	
2022 Census of Agriculture and Fisheries • Prepare administrative and technical documents for collaboration activities related to use of remote sensing; • Perform downloading, processing, interpreting, and formatting of satellite images for estimation of crop area/aquafarms/detection of fishing vessels; • Assist in research and analysis of data acquired from aircraft, satellites, drones, or ground based platforms using statistical analysis software, image analysis software or Geographic Information Systems; • Assist in designing methods of collection or analysis of data; • Participates and performs secretariat duties in the conduct of trainings, workshops, consultative meetings and other capacity building activities for 2022 CAF and remote sensing; • Assist in the preparation of technical reports; • Participates in fieldwork whenever necessary; • Attend to data requests; • Perform QMS activities; and • Perform other tasks assigned by Supervisors.	11	Remote Sensing Analyst (Contract of Service)	1	Agriculture and Fisheries Census Division	• Higher preference for graduate of Bachelor of Science in Geodetic Engineering, Natural/Physical Sciences, Geography, Geology and other related courses or at least graduate of Statistics, Mathematics, Economics, other discipline of Engineering, Agriculture, Fisheries or other related fields; • Preferably with training in the same fields mentioned above, including remote sensing; • Preferably with relevant experience in the application of remote sensing and GIS, natural resource surveys, statistics, mathematics, or with relevant experience in undertakings related to their fields; • Preferably with knowledge or experience on use of remote sensing image processing tools • Preferably with Sub-Pro/Professional Civil Service Eligibility • Proficient in Microsoft Office programs (e.g. Windows, Word, Excel, Powerpoint, and Publisher); • Knowledge or background in any statistical softwares (e.g. CSPro, SPSS, R Programming, Stata) or GIS/remote sensing softwares; • High analytical skills; • Preferably with excellent written communication skills; • With good moral character and a team player; and • Willing to work beyond office hours from Monday to Friday and/or Saturdays, and holidays, if needed.	

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2012 Census of Agriculture and Fisheries • Assist in checking PX-files data for PSAOpenStat webpage with 2012 CAF Publications **2022 Census of Agriculture and Fisheries** • Assist in the consolidation of Fish Landing Centers and Agricultural Lands Converted; • Assist in Questionnaire content and design; • Assist in the preparation of documents and materials for the conduct of Focus Group Discussions (FGDs) on Crops, Livestock/Poultry, Fishing and Aquaculture for the development and improvement of 2022 CAF questionnaires and materials; • Assist in the preparation of initial list of data items for Agriculture and Aquaculture Modules; • Assist in the preparation of materials and outputs for series of learning sessions regarding core, essential and supplemental data items to be collected (including concepts/definitions) based on WCA 2020, Global Strategy to Improve Agricultural and Rural Statistics, and Sustainable Development Goals; • Participates and performs secretariat duties in the conduct of trainings, workshops, consultative meetings and other capacity building activities for 2022 CAF; • Participates in fieldwork whenever necessary; • Assist in the preparation/monitoring of administrative documents (PR, Special Order, Memorandum, Notice of Meeting, etc.); • Compiles/files office's memoranda, administrative, and financial documents; • Prepare Quarterly Consumption Report; • Perform QMS activities; and • Perform other tasks assigned by Supervisors.	9	Assistant Statistician (Contract of Service)	1	Agriculture and Fisheries Census Division	• With College Degree preferably with units in Statistics, Mathematics, Economics, Engineering, Computer Science, Agriculture, Fisheries or other related fields; • Preferably with training in the same fields mentioned above; • Preferably with Sub-Pro/Professional Civil Service Eligibility • Preferably with previous employment in the field of statistics, mathematics, or with relevant experience in undertakings related to their fields; • Computer literate, specifically Microsoft Windows, Word, Excel, Powerpoint, and Publisher; • High analytical skills; • With good moral character and a team player; and • Willing to render overtime services after office hours from Monday to Friday, including Saturdays and holidays, if needed.	
Assist in the following: ◌ Census of Philippine Business and Industry (CPBI) • Updating of the Statistical Business Register (SBR) including coding and review of consistency of data items; • Review of reference files being used in the machine processing systems for SBR and the CPBI; • Machine processing and validation of items in the 2018 CPBI and ULE Forms; • Review of preliminary and final list of establishments and list of enterprises; • CPBI Machine Processing System's Testing; and • Preparation of business profiles of selected establishments/ enterprises. ◌ Attend workshops, meetings, and/or fieldworks related to CPBI, ULE and SBR; and ◌ Perform other tasks assigned by Supervisors.	9	Assistant Statistician (Contract of Service)	1	Service and Industry Census Division	• College Degree preferably with units in Statistics, Mathematics, Economics, Engineering or Computer Science; • Preferably with previous employment in the field of statistics or mathematics, or with relevant experience in undertakings related to their fields; • Preferably with training in the same fields mentioned above; • Preferably with Sub-Pro/Professional Civil Service Eligibility • Computer literate, specifically Microsoft Windows, Word, Excel, Powerpoint, and Publisher • High analytical skills • With good moral character; and • Willing to work beyond office hours from Monday to Friday and/or Saturdays, and holidays, if needed.	

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• Develops census mapping manuals and materials in accordance to the agreed operational plans with the subject matter division/s; • Reviews and maintains the evaluated maps submitted by the field offices; • Provides technical expertise in relation to GIS related tasks; • Responsible in the preparation, maintenance and updating of GIS layers to be used in the mapping activities of censuses and surveys • Perform and assist in the field data collection; • Assembles, organize and digitize information for the GIS database; • Researches data files and records; • Prepare materials for various mapping operation; • Assist in the maintenance of maps, databases, files and other GIS related files; • Perform other related work that may be assigned by the ISA II (Geospatial), ITO I (Geospatial), Assistant Division Chief, Division Chief, ANS and DNS.	9	Geographic Information Systems (GIS) Technician Geographic Information Systems (GIS) Operator (Contract of Service)	2	Service and Industry Census Division (to be assigned to SOID - Geospatial)	• College Degree of Bachelor of Science in Geology, Geodetic Engineer, Forestry, IT related • Ability to perform fieldwork, assign to different provinces if needed. • Knowledgeable in any GIS software, preferably ArcGIS, QGIS or Manifold • Preferably with Sub-Pro/Professional Civil Service Eligibility • With good moral character; and • Willing to work beyond office hours from Monday to Friday and/or Saturdays, and holidays, if needed.	
• Receives, screens, keeps and maintains files (memoranda, correspondence/ letters, reports, requests, etc.) including all incoming and outgoing communications through phone, mail, fax, etc.; • Facilitates and monitors the submission of various documents of the division to the other units; • Assist in the preparation/reproduction of materials for various division meetings and similar activities; • Compiles, archives, and safekeeps files and documents of the division; • Assist in scanning/archiving administrative, financial, and technical documents; • Conduct inventory of supplies and materials; • Does liaisoning and messengerial services; • Maintains cleanliness and orderliness; • Assist in the preparation of administrative documents (PR, Special Order, Memorandum, Notice of Meeting, etc.); • Participates in fieldwork whenever necessary; • Prepare minutes during meeting and workshops; • Prepare training materials for workshops and meetings; and • Perform other tasks assigned by Supervisors.	6	Administrative Aide VI (Contract of Service)	1	Agriculture and Fisheries Census Division	• Completion of 2 years studies in college; • 1 year of relevant experience preferably with background in government procurement procedures/activities; • Preferably with Sub-Pro/Professional Civil Service Eligibility • Computer literate, specifically Microsoft Windows, Word, Excel, and Powerpoint; • Proficient in oral and written communications; • Possesses positive work attitude and wise time management; • With good organizational skills; • Excellent interpersonal relations; • With good moral character; and • Willing to work beyond office hours from Monday to Friday and/or Saturdays, and holidays, if needed.	
• Provide administrative support to the service; • Transmit documents to and from other office, service, and division; • Assist in the preparation/reproduction of materials for various service meeting and similar activities; and • Perform other work that may be assigned by the Assistant National Statistician.	4	Administrative Aide IV (Contract of Service)	1	Office of the Assistant National Statistician - NCS	• High School Graduate or Completion of relevant vocational/trade course; • Preferably with Professional Driver's License; • Preferably with Sub-Pro/Professional Civil Service Eligibility • With good moral character; and • Willing to work beyond office hours from Monday to Friday and/or Saturdays, and holidays, if needed.	

Noted by: _____

JOSIE B. PEREZ
Deputy National Statistician
C T C O

Date: **MAR 0 4 2019**