

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE PHILSYS REGISTRY
OFFICE AS OF 04 AUGUST 2021

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
GRAND TOTAL		6							
Project Development Officer II 1. Writing /developing project proposals, MOAs, MOUs, and correspondences. 2. Assist in drafting and/or enhancing guidelines related to the functions of the division. 3. Assist in monitoring the timetable of the programs, projects, and activities of the division.	15	1	PRO-UCDMS-FPSUCD		Bachelor's degree in Statistics, Demographics, Economics, Developemnt Studies, Public Policy, or related field	With at least two (2) years of relevant experience in implementing M&E system with demonstrated ability in developing project management framework, data gathering, data analysis, research, project management, and risk management	With at least eight (8) hours of relevant training in project planning and management, data analysis, research, or risk management	Preferably with CS Professional/ Second Level Eligibility	
Project Development Assistant 1. Writing /developing project proposals, MOAs, MOUs, and correspondences. 2. Assist in drafting and/or enhancing guidelines related to the functions of the division.	8	1	PRO-UCDMS-FPSUCD		Bachelor's degree in Statistics, Demographics, Economics, Developemnt Studies, Public Policy, or related field	With at least one (1) year of relevant experience in implementing M&E system with demonstrated ability in developing project management framework, data gathering, data analysis, research, project management, and risk management	With at least four (4) hours of relevant training in project planning and management, data analysis, research, or risk management	Preferably with CS 1st Level Eligibility	
Project Development Officer II 1. Acts as the focal point for relying parties for all issues, including coordination with the PRO Device Certification and Relying Party Integration Division for the technical integration and testing process and with the PSA Legal Service on MOAs, DSAs and other legal issues for Government Sector 2. Develops Proofs of Concept (POCs) for new use cases, services and upgrades to the PhilSys	15	1	PRO-UCDMS-GSUCD		Bachelor's degree in Statistics, Demographics, Economics, Developemnt Studies, Public Policy, or related field	With at least one (1) year of relevant experience in implementing M&E system with demonstrated ability in developing project management framework, data gathering, data analysis, research, project management, and risk management	With at least four (4) hours of relevant training in project planning and management, data analysis, research, or risk management	Preferably with CS Professional/ Second Level Eligibility	
Project Development Assistant 1. Provide administrative and coordination support to the division, including liaison functions. 2. Assist in documenting meetings and prepare correspondences as may be required.	8	1	PRO-UCDMS-GSUCD		Bachelor's degree in Statistics, Demographics, Economics, Developemnt Studies, Public Policy, or related field	None required	None required	Preferably with CS 1st Level Eligibility	
Project Development Officer II 1. Writing /developing project proposals, MOAs, MOUs, and correspondences. 2. Assist in drafting and/or enhancing guidelines related to the functions of the division. 3. Assist in monitoring the timetable of the programs, projects, and activities of the division.	15	1	PRO-UCDMS-SPUCD		Bachelor's degree in Public Policy, or related field	With at least one (1) year of relevant experience in office management, program/project documentation and coordination	With at least four (4) hours of relevant training in project planning and management.	Preferably with CS Professional/ Second Level Eligibility	

Project Development Assistant 1. Writing /developing project proposals, MOAs, MOUs, and correspondences. 2. Assist in drafting and/or enhancing guidelines related to the functions of the division.	8	1	PRO-UCDMS-SPUCD		Bachelor's degree of any course	With at least one (1) year of relevant experience office management	none required	Preferably with CS 1st Level Eligibility	
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