

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS - Contract of Service Worker
Posting Period: 26 MAY 2022 to 06 JUN 2022

NO.	POSITION TITLE	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		5								
1	PROJECT COORDINATOR III - Supervises and coordinates the work of all staff assigned within the unit; - Assists in reviewing and monitoring the project plans, project schedules, contracts, terms of reference and other supporting documents provided by the vendors; - Monitors the timely submission of deliverables cited in the terms of reference provided by the vendors; - Plans and prepares the development of project strategies; - Assists in ensuring projects adhere to frameworks and all documentation is maintained appropriately for each deliverables; - Provides updates on issues participating in scheduled operational meetings as in routine with process owners and vendors; - Coordinates priorities between multiple deliverables and cross-functional meetings with the process owners and the vendors; - Communicates with concerned process owners to identify and define project requirements, scope and objectives; - Monitors staff's performance to established roles and commitments and provides feedback to the Deputy Program Manager; - Participates in project meetings and propose improvements if necessary; and - Performs other work that may be assigned from time to time by the Deputy Program Manager or Assistant National Statistician.	18	1	PRO-CMU	Bachelor's degree in Business Administration, or any related courses	At least two years proven work experience as a Project Coordinator or similar role	At least 16 hours of relevant training	Preferably with Career Service Professional Professional/ Second Level Eligibility	Php43,313.00	Php8,662.60	*Preferably with experience in project management and coordination *Solid organizational skills, including multitasking and time-management *Strong client-facing and teamwork skills *Familiarity with risk management and quality assurance control

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2	LEGAL RESEARCHER II - Performs legal research, drafts correspondences and agreements related to the project; - Assists in the investigation and evaluation of legal issues/cases related to the project; - Prepares assessment or evaluation report related to the investigation of legal issues/cases; and - Performs other duties and tasks related to data privacy and protection that may be assigned by the Deputy Program Manager or Assistant National Statistician.	15	2	PRO-CMU	Bachelor of Laws or equivalent degree	At least one year of relevant work experience	At least eight hours of relevant training	Preferably with Career Service Professional Professional/ Second Level Eligibility	Php33,575.00	Php6,715.00	*Preferably with extensive knowledge and experience in implementing organizational data privacy measures in compliance with RA 10173 or the Data Privacy Act of 2012
3	PROJECT COORDINATOR I - Assists in monitoring the timely submission of deliverables cited in the terms of reference provided by the vendors; - Documents and follows up on important actions and decisions from meetings; - Assists in the development of project strategies; - Communicates with concerned process owners to identify and define project requirements, scope and objectives; - Prepares and submits assessment report on the issues related to the deliverables of the vendors; - Participate in the project meetings and propose improvements if necessary; and - Performs other work that may be assigned from time to time by the Deputy Program Manager or Assistant National Statistician.	11	2	PRO-CMU	Bachelor's degree in Business Administration, or any related courses	At least six months proven work experience as a Project Coordinator or similar role	At least eight hours of relevant training	Preferably with Career Service Professional Professional/ Second Level Eligibility	Php23,877.00	Php4,775.40	*Preferably with experience in project management and coordination *Solid organizational skills, including multitasking and time-management *Strong client-facing and teamwork skills *Familiarity with risk management and quality assurance control