PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS - Contract of Service Workers
Posting Period: 30 September to 09 October 2021

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		13								
1	**Senior Statistical Specialist** - Serves as technical lead person in the CBMS implementation and enhancement of CBMS framework; - Facilitates the collaboration with various government agencies, LGUs, academe and private organizations in the development of capacity-building program and policy-relevant outputs from CBMS; - Prepares proposals, process flows and monitors the implementation of statistical coordination mechanisms with local agencies and LGUs in the areas of statistical standards and classification systems, statistical advocacy, among others; - Prepares necessary documents in line with the conduct of Privacy Impact Assessment during the pilot operation; - Assists the CSS in the preparation of materials and coordination for the convening of meetings of the CBMS Council; - Prepares work and financial plan for the implementation of the CBMS advocacy, capacity development programs and coordination activities; - Provides assistance in the development of qualification standards of provincial/city/municipal statisticians and data collectors and processors for CBMS purposes and strategies in monitoring of implementation of such standards during hiring; - Assists in the development, maintenance and updating of the National CBMS Databank; - Assists in the documentation of policy uses of CBMS results and assesses user feedback to enhance relevance of CBMS outputs; - Serves as resource person and facilitates the conduct of activities to equip LGUs with knowledge and skills to interpret and generate useful insights from their LGU CBMS data; - Assists in the coordination with PSA field offices to monitor conduct of local CBMS activities; and - Performs other functions as may be directed by the Chief Statistical Specialist.	19	1	CBSS-CBMS-PCD	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least three years demonstrated ability in data management, analysis and data visualization as well as project management in relation to conduct of research or statistical surveys; and has working knowledge in Office software (e.g. spreadsheet, word, processing and presentation)	With at least 24 hours of training preferably on statistical methods, tools, project management, processes and/or other related fields	Preferably with at least CS Professional/ Second Level Eligibility or its equivalent	Php42,099.00	Php8,419.80	

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2	**Statistical Specialist II** - Provides assistance to the technical lead person in the CBMS implementation and enhancement of CBMS framework; - Prepares minutes of meetings, letters, presentations and other materials for the CBMS Council; - Monitors the implementation of statistical coordination mechanisms with local agencies and LGUs in the areas of statistical standards and classification systems, statistical advocacy, among others; - Prepares accomplishment reports vis-à-vis the work and financial plan for the implementation of the CBMS advocacy, capacity development programs and coordination activities; - Maintains and updates regularly the National CBMS Databank; - Researches and documents policy uses of CBMS results and assesses user feedback to enhance relevance of CBMS outputs; - Prepares presentation and other materials which will be used in capacitating LGUs to interpret and generate useful insights from their LGU CBMS data; - Assists in the coordination with PSA field offices in the conduct of local CBMS activities; and - Performs other functions as may be directed by the immediate supervisor.	16	2	CBSS-CBMS-PCD	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two years demonstrated ability in data management, analysis and data visualization as well as project management in relation to the conduct of research or statistical surveys; and has working knowledge in Office software (e.g. spreadsheet, word, processing and presentation)	With at least 16 hours of training preferably on statistical methods, tools, project management, processes and/or other related fields	Preferably with at least CS Professional/ Second Level Eligibility or its equivalent	Php31,765.00	Php6,353.00	

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	SALARY PER MONTH	(PLUS UP TO 20% PREMIUM)	
3	**Statistical Specialist II** - Provides assistance in the preparation of cost standards, implementation strategies and technical plans for CBMS operations; - Prepares data collection instruments, policies and procedures for operations; - Coordinates meetings, workshops and fora to consult with various government agencies, LGUs, academe and private organizations for the improvement of CBMS tools and technologies as well as to facilitate CBMS implementation; - Assists in the preparation of presentations for the conduct of capacity building programs for LGUs, field enumerators, editors and supervisors to ensure adoption of statistical standards in the conduct of the CBMS and quality in CBMS data collected; - Assists the technical lead person in the development of the CBMS processing specifications; - Monitors regularly the data collection and validation activities, and provide insights evaluating CBMS operations; - Reviews edited and verified data collected from CBMS operations for accuracy, consistency, and reasonableness; - Processes the CBMS microdata to assist in the generation of statistics on poverty and other related indicators; - Provides inputs to reports, research and publications on the CBMS results; - Prepares statistics and metadata to be transmitted in the National CBMS Databank; - Coordinates with relevant units of the PSA to ensure back-up and secure storage of CBMS microdata; and - Performs other functions as may be directed by the immediate supervisor.	16	1	CBSS-CBMS-CBSD	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two years demonstrated ability in data management, analysis and data visualization as well as project management in relation to the conduct of research or statistical surveys; and has working knowledge in Office software (e.g. spreadsheet, word, processing and presentation)	With at least 16 hours of training preferably on statistical methods, tools, project management, processes and/or other related fields	Preferably with at least CS Professional/ Second Level Eligibility or its equivalent	Php31,765.00	Php6,353.00	

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4	**Statistical Specialist II** - Maintains, archives and updates geographic database and maps for CBMS purposes; - Updates, monitors and implements policies and standards in geospatial matters in the implementation of CBMS; - Generates the CBMS data visualizations for public dissemination and reports that integrate geospatial and statistical information; - Coordinates meetings, workshops and fora leading to the integration of geospatial data in National CBMS Databank and local level CBMS databases; - Reviews prepared workload and budget requirements for geotagging activities; - Develops and recommends policies and standards in geospatial matters in the implementation of CBMS; - Monitors status of geotagging activities at the local level; - Assists in the development of capacity development programs on the use of GIS for CBMS conduct; and - Performs other functions as may be directed by the immediate supervisor.	16	1	CBSS-CBMS-GMD	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two years demonstrated ability in data management, analysis and data visualization as well as project management in relation to the conduct of research or statistical surveys; and has working knowledge in Office software (e.g. spreadsheet, word, processing and presentation)	With at least 16 hours of training preferably on statistical methods, tools, project management, processes and/or other related fields	Preferably with at least CS Professional/ Second Level Eligibility or its equivalent	Php31,765.00	Php6,353.00	
5	**Information Systems Analyst II** - Researches and assists in the development of GIS-based applications to support the geotagging of housing units and government projects in coordination with relevant government agencies and LGUs; - Reviews, evaluates and recommends mapping hardware and software specifications for procurement and outsourcing; - Provide inputs in the design of ICT infra- and infostructure requirements for the geotagging, CBMS data collection and processing activities; - Assesses and configures functionalities of various ICT equipment, facilities, applications and systems are updated based on the technical requirements of geospatial databases in the National CBMS databank; - Assists in the conduct of ICT and GIS technology resource inventory among LGUs for CBMS purposes; - Assist in the preparation of plans and provide technical advice for setting up and maintaining local CBMS databases to facilitate integration of geospatial and statistical information; and - Performs other functions as may be directed by the Chief Statistical Specialist.	16	1	CBSS-CBMS-GMD	Bachelor's Degree in Computer Science, Information Systems or any IT related courses	With at least two years of relevant experience, preferably on use of GIS, database management, information systems development and quality assurance, cartography and/or ICT project management	With at least eight hours of relevant training preferably on GIS, statistical methods and processes, ICT tools, project management, mapping, and/or other related fields	Preferably with at least CS Professional/ Second Level Eligibility or its equivalent	Php31,765.00	Php6,353.00	

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6	**Statistical Specialist I** - Assists in the preparation of data collection instruments, policies and procedures for operations; - Prepares minutes, letters and presentations for the conduct of capacity building programs, workshops, fora and meetings on CBMS; - Assists in the monitoring of the data collection and validation activities, and evaluation of CBMS operations; - Assists in the review of edited and verified data collected from CBMS operations for accuracy, consistency, and reasonableness; - Assists in the processing of the CBMS to generate statistics on poverty and other related indicators; - Prepares necessary inputs in the preparation of reports, research and publications on the CBMS results; - Prepares announcements and press releases in relation to the CBMS operations; - Provide inputs to the accomplishment reports vis-à-vis the work and financial plan for CBMS operations; and - Performs other functions as may be directed by the immediate supervisor.	13	1	CBSS-CBMS-CBSD	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least one year demonstrated ability in data management, analysis and data visualization as well as project management in relation to the conduct of research or statistical surveys; and has working knowledge in Office software (e.g. spreadsheet, word, processing and presentation)	With at least eight hours of training preferably on statistical methods, tools, project management, processes and/or other related fields	Preferably with at least CS Professional/ Second Level Eligibility or its equivalent	Php24,224.00	Php4,844.80	
7	**Statistical Specialist I** - Prepares minutes of meetings, letters, presentations and other materials for the CBMS Council as well as other activities in relation to CBMS implementation; - Prepares announcements, press releases and advocacy materials for the CBMS; - Provide inputs to the accomplishment reports vis-à-vis the work and financial plan for CBMS implementation of advocacy, capacity development programs and coordination activities; - Provides support in the monitoring of the implementation of statistical coordination mechanisms with local agencies and LGUs in the areas of statistical standards and classification systems, statistical advocacy, among others; - Assists in the regular updating of the National CBMS Databank; - Assists in the preparation of presentations and other materials which will be used in capacitating LGUs to interpret and generate useful insights from their LGU CBMS data; - Assists in the coordination with PSA field offices and LGUs in the conduct of local CBMS activities; and - Performs other functions as may be directed by the immediate supervisor.	13	2	CBSS-CBMS-PCD	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least one year demonstrated ability in data management, analysis and data visualization as well as project management in relation to the conduct of research or statistical surveys; and has working knowledge in Office software (e.g. spreadsheet, word, processing and presentation)	With at least eight hours of training preferably on statistical methods, tools, project management, processes and/or other related fields	Preferably with at least CS Professional/ Second Level Eligibility or its equivalent	Php24,224.00	Php4,844.80	

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8	**Statistical Specialist I** - Reviews and maintains evaluated geographic database and maps for CBMS purposes; - Assists in the update, monitoring and implementation of policies and standards in geospatial matters in the implementation of CBMS; - Assists in the generation of the CBMS data visualizations for public dissemination and reports that integrate geospatial and statistical information; - Prepares workload and budget requirements for mapping activities; - Consolidates reports from PSA field offices on the status on geotagging activities at the local level; - Assists in the geotagging initiatives and other related activities of the division; and - Performs other functions as may be directed by the immediate supervisor.	13	1	CBSS-CBMS-GMD	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least one year demonstrated ability in data management, analysis and data visualization as well as project management in relation to the conduct of research or statistical surveys; and has working knowledge in Office software (e.g. spreadsheet, word, processing and presentation)	With at least eight hours of training preferably on statistical methods, tools, project management, processes and/or other related fields	Preferably with at least CS Professional/ Second Level Eligibility or its equivalent	Php24,224.00	Php4,844.80	
9	**Assistant Statistician** - Provides assistance in the preparation of presentation and other materials for the conduct of CBMS Council meetings and other meetings/activities related to CBMS implementation; - Prepares documents to facilitate procurement of supplies, materials and equipment to facilitate division operations; - Assists in preparation of document in line with the of Privacy Impact Assessment; - Assists in the preparation of announcements, press releases and advocacy materials for the CBMS; - Assists in the preparation of technical and administrative reports about CBMS advocacy, capacity development programs and coordination activities; - Assists in the reproduction of materials for the meeting of CBMS Council and other meetings/activities related to CBMS implementation; - Assists in the coordination with PSA field offices and LGUs in the conduct of local CBMS activities; - Archives important files of the division; - Monitors the inventory of equipment and supplies of the division; and - Performs other functions as may be directed by the immediate supervisor.	9	1	CBSS-CBMS-PCD	Completion of at least two years studies in college or has an associate degree in in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least one year relevant experience.	With at least four hours relevant training.	Preferably with at least CS Sub-Professional/First Level Eligibility or its equivalent	Php17,473.00	Php3,494.60	

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	SALARY PER MONTH	(PLUS UP TO 20% PREMIUM)	
10	**Assistant Statistician** - Provides support in the update, monitoring and implementation of policies and standards in geospatial matters in the implementation of CBMS; - Provides support in the generation of the CBMS data visualizations for public dissemination and report purposes; - Provides support in the updating of geospatial data in the National CBMS Databank and in ensuring integration of geospatial and statistical information in local level CBMS databanks; - Assists in the preparation of materials for various division meetings and similar activities; - Assists in the geotagging activities; - Prepares administrative reports and documents to facilitate procurement of supplies, materials and equipment to facilitate division operations and CBMS geotagging activities; - Assists in the coordination with PSA field offices and LGUs in the conduct of CBMS geotagging activities; - Archives important files of the division; - Monitors the inventory of equipment and supplies of the division; and - Performs other functions as may be directed by the immediate supervisor.	9	1	CBSS-CBMS-GMD	Completion of at least two years studies in college or has an associate degree in in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least one year relevant experience.	With at least four hours relevant training.	Preferably with at least CS Sub-Professional/First Level Eligibility or its equivalent	Php17,473.00	Php3,494.60	
11	**Administrative Aide VI (Clerk III)** -- Serves as the liaison officer of the division; - Takes charge in the preparation of the meeting rooms and snacks/meals for the division; - Assists in the preparation/reproduction of materials for various division meetings and similar activities; - Assists the division in the preparation of documents and coordination with other relevant divisions of the PSA with regard to procurement, schedule setting, among others; - Serves as the requisitioning officer for the division and takes charge of the supplies; - Keeps an inventory of all equipment coming in and out of the division and takes charge of the maintenance of all equipment and property; and - Performs other functions as may be directed by the immediate supervisor.	6	1	CBSS-CBMS-PCD	Completion of at least two years studies in college or has an associate degree in office administration, financial management, computer programming or other related courses	None required	None required	Preferably with at least CS Sub-Professional/First Level Eligibility or its equivalent	Php14,340.00	Php2,868.00	