

Call for Prospective Project Staff of the Philippine Economic–Environmental and Natural Resources Accounts (PEENRA) Project

The PSA is inviting prospective Project staff for the Philippine Economic–Environmental and Natural Resources Accounts (PEENRA) Project. *The goal of the project is to update and further develop the economic–environmental and natural resource accounts of the Philippines.*

The positions and corresponding terms of reference, qualification standards and criteria for hiring are as follows:

I. Three Statistical Coordination Officer (SCO) II

A. Terms of Reference

1. Assist in the implementation of the project's work programme for the assigned environmental accounts;
2. Assist in the compilation of the environmental accounts of the project.
3. Undertake research, data gathering and data validation activities;
4. Assist in the preparation of periodic reports on the accomplishments and on-going activities of the project;
5. Prepare presentation materials and proceedings for workshops, training activities, consultation meetings, seminars and other related activities of the project;
6. Participate in meetings, training activities, seminars, workshops and other related activities of the project;
7. Assist in the preparation of the discussion materials and highlights/minutes of Technical Working Group (TWG) meetings in coordination with the other project staff;
8. Attend to the administrative matters related to the project in coordination with the Project Administrative and Finance Committee; and,
9. Perform other related duties as may be assigned by the Project Management Committee.

B. Minimum Qualifications

Education (40%)	Bachelor's degree relevant to the job, i.e., Statistics/Applied Statistics; Mathematics; Environmental Science, Economics; or other related fields
Experience	None required
Training	None required
Proficiency (30%)	Oral and written communication (English and Filipino) skills; computer operations; use of Microsoft Office (Word, Excel, Powerpoint, Access, Outlook)
Skills (25%)	Knowledgeable in basic data collection and statistical/mathematical operations
Eligibility (5%)	Career Service (Professional) Second Level Eligibility

C. Monthly Salary: PhP 21,436 (equivalent to Salary Grade 13)

II. Two Statistical Coordination Officer (SCO) I

A. Terms of Reference

1. Assist in the implementation of the project's work programme for the assigned environmental accounts;

2. Assist in the compilation of the environmental accounts of the project.
3. Undertake research, data gathering and data validation activities;
4. Prepare presentation materials and proceedings for workshops, training activities, consultation meetings, seminars and other related activities of the project;
5. Participate in meetings, training activities, seminars, workshops and other related activities of the project;
6. Assist in the preparation of the discussion materials and highlights/minutes of Technical Working Group (TWG) meetings in coordination with the other project staff;
7. Attend to the administrative matters related to the project in coordination with the Project Administrative and Finance Committee; and,
8. Perform other related duties as may be assigned by the Project Management Committee.

B. Minimum Qualifications

Education (40%)	Bachelor's degree relevant to the job, i.e., Statistics/Applied Statistics; Mathematics; Environmental Science, Economics; or other related fields
Experience	None required
Training	None required
Proficiency (30%)	Oral and written communication (English and Filipino) skills; computer operations; use of Microsoft Office (Word, Excel, Powerpoint, Access, Outlook)
Skills (25%)	Knowledgeable in basic data collection and statistical/mathematical operations
Eligibility (5%)	Career Service (Professional) Second Level Eligibility

C. Monthly Salary: PhP 18,549 (equivalent to Salary Grade 11)