

NOTICE OF CONTRACT OF SERVICE VACANCY October 29, 2024

Position Title	: One (1) Project Senior Technical Specialist - Contract of Service
Contract Duration	: Actual Start Date Until December 31, 2024
Salary	: PHP 85,813.00 per month
Project	: Study on the Veracity of Pantawid Pamilyang Pilipino Program (4Ps) List of Beneficiaries

Qualifications:

- Experience – At least 5 years of professional experience in education, research, and public policy
- Training – 16 hours of relevant training in items related to the scope of work; and
- Master’s Degree in a relevant area such as Statistics, Development Studies, Economics, or related social sciences field

Scope of Work:

Under the direct supervision of the Project Director of the 4Ps Veracity Study, the Project Senior Technical Specialist is expected to undertake the following tasks/activities:

- Manage the 4Ps veracity study on an ongoing basis to ensure that the project outputs are delivered within the specified project timeline, costs, and scope;
- Process and analyze survey data and other available datasets relevant to the design and objectives of the study;
- Collect other necessary data and review literature relevant to the study;
- Prepare written outputs and contribute to the reports and other deliverables for the research;
- Participate in the presentation of research results to clients and other stakeholders;
- Coordinate with other project team members and consultants to make sure that all parties are on track with project requirements, deadlines, and schedules;
- Prepare and submit monitoring and project status reports and other relevant information about the project, as needed;
- With the assistance of the 4Ps Project Management Officer (PMO), prepare and submit the request for hiring and payment of consultants and/or other staff needed for the implementation of the study;
- Facilitate change requests (e.g., project timelines and budget) with appropriate PIDS offices (e.g., Research Services, Administrative and Finance Department) and ensure that all parties are informed of such changes and their implications on schedule and budget;
- Organize meetings relative to the implementation of the project; and
- Perform other tasks assigned by the Project Director

Requirements:



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1. Application letter addressed to PIDS President
2. Performance Evaluation from the last rating period
(if coming from another government agency)
3. Personal Data Sheet
4. Training Certificates
5. Transcript of Records
6. Updated Resume/CV
7. Work Experience Sheet

Interested and qualified applicants may submit their requirements thru email at recruitment@pids.gov.ph. Incomplete documents will not be processed. Specific details related to this Contract of Service will be discussed during the interview.

Deadline : **November 05, 2024**