

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICE
POSTING PERIOD **30 APR 2024** TO **10 MAY 2024**

No.	POSITION TITLE (with major tasks/functions)	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
TOTAL			30							
1	Supervising Statistical Specialist - Conduct methodological and analytical studies for improvement of statistical processes; - Review research plans, research reports and other outputs prepared by lower level statisticians; - Formulate dissemination plan to present key findings of conducted research studies and develops training/workshop plan for the transfer of knowledge on new methodologies/procedures for implementation; - Serve as research persons during dissemination of research results and during training/workshop for the transfer of knowledge on new methodologies/procedures; and - Supervise the works performed by lower level statisticians and other personnel under him/her.	22	1	ONS-SMU	PSA-SVSTATS-72-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Four (4) years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Thirty-two (32) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
2	Statistical Specialist II - Serve as the technical and administrative head and manage the work of the division; - Assist in the implementation of statistical data collection, estimation, compilation, review and validation related to employment demand; and - Supervise the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division.	16	2	SSO-SSSS-EDSD	PSA-SS2-288-2015 PSA-SS2-487-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Two (2) years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
3	Statistical Specialist II - Assist in the generation, compilation, consolidation, and updating of labor and employment statistics/indicators; - Perform review and validation of results of data collection and compilation activities; - Assist in the formulation of adequate statistical standards for the various phases of data compilation, tabulation, and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.; and - Prepare timetable of operations for the various types of projects undertaken in the region/province in accordance with the national timetable of operations.	16	1	SSO-SSSS-IESD	PSA-SS2-491-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Two (2) years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
4	Statistical Specialist II - Assist in the formulation of adequate statistical standards for the various phases of data compilation, tabulation, and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.; and - Prepare timetable of operations for the various types of projects undertaken in the region/province in accordance with the national timetable of operations.	16	2	SSO-SSSS-LSRSD	PSA-SS2-299-2015 PSA-SS2-495-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Two (2) years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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5	Information Systems Analyst II - Support device certification and relying party integration activities, including technical assistance with authentication services implementation; and - Prepare technical documentation for device certification, relying party integration, authentication services, and other associated activities.	16	1	PRO-SISS-DCRPID	PSA-INFOSA2-63-2021	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably any course related in the field of Information Technology, Computer Science, Computer Engineering, Computer Programming, Electronics Communication Engineering, Entertainment and Multimedia Computing, Information Management or Management Information System and Business System and Technology Management Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
6	Computer Maintenance Technologist II - Conduct systems testing for PhilSys information systems/modules, actively participate in systems development and system/accounts administration of ISMD managed services, and prepare technical specifications as required; and - Perform other related work that may be assigned by the Information Systems Analyst II, Information Technology Officer I, Assistant Division Chief, Division Chief, Assistant National Statistician, and Deputy National Statistician.	15	1	PRO-SISS-ISMD	PSA-CTMT2-64-2021	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat Preferably knowledgeable in systems development, testing, system accounts management, and administration/monitoring
7	Computer Maintenance Technologist II - Prepare IT hardware and software specifications for procurement, perform server administration, and system/accounts administration of ISMD managed services; and - Perform other related work that may be assigned by the Information Systems Analyst II, Information Technology Officer I, Assistant Division Chief, Division Chief, Assistant National Statistician, and Deputy National Statistician.	15	1	PRO-SISS-ISMD	PSA-CTMT2-65-2021	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat Preferably knowledgeable in server and network administration, system accounts management, and system administration/monitoring.
8	Project Development Officer II - Prepare concept notes, correspondences, reports and other related documents on PhilSys Integration Implementation Plan (PIIP); and - Prepare activity documentation, post-activity reports, and similar documents that may be requested in relation to MC No. 95, s. 2022.	15	1	PRO-UCDMS-GSUCD	PSA-PDO2-84-2021	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
9	Registration Officer II - Perform investigation, examination, and evaluation over registration cases with possible identity misrepresentation or fraud; and - Evaluate and resolve identity registration and authentication cases and make the necessary preparations for the elevation of such cases to the Legal Service as needed.	14	1	PRO-FMCS-FMD	PSA-REGO2-34-2021	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
10	Statistical Specialist I - Review the Statistical Business register (SBR) and the List of Establishments (LE) Statistical tables for consistency and reasonableness of the distributions of Establishments by area and by characteristics and prepares Statistical charts, graphs and other infographics for public presentation; and - Review, verify, and analyze the CPBI data to ensure completeness and consistency of entries prior to estimation.	13	1	CTCO-NCS-SICD	PSA-SS1-97-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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						EDUCATION	EXPERIENCE	TRAINING		
11	Statistical Specialist I - Assist in the preparation of survey materials, instruments, and statistical reports; and - Process and tabulate survey and administrative-based data, updates databases of the division.	13	1	SSO-ESSS-ISD	PSA-SS1-151-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
12	Statistical Specialist I - Compile, organize, analyze, and maintain primary and secondary statistics and other relevant information on livestock and poultry; and - Prepare drafts of statistical reports.	13	1	SSO-ESSS-LPSD	PSA-SS1-146-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
13	Statistical Specialist I - Assist in the preparation of survey instruments, manuals, and statistical reports for establishment-based surveys; and - Process and tabulates survey data, and organizes and updates databases of the division.	13	2	SSO-ESSS-SSD	PSA-SS1-139-2015 PSA-SS1-148-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
14	Statistical Specialist I - Generate, compile, consolidate and update statistics/indicators on the assigned subject matter; and - Prepare statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division.	13	1	SSO-MAS-IAD	PSA-SS1-135-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
15	Statistical Specialist I - Assist in the preparation of statistical reports/articles, memoranda, letters, and other official documents related to labor & employment, LabStat reports, and other outputs of the division; and - Process and tabulate survey/admin-based data and prepares survey instruments/ materials for statistical activities.	13	1	SSO-SSSS-EDSD	PSA-SS1-90-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
16	Statistical Specialist I - Prepare survey instruments/statistical materials for statistical activities; - Process and tabulate survey data/admin-based data; and - Assist in the preparation of statistical reports/articles, memoranda, resolutions, letters, and other official documents related to the output of the division.	13	1	SSO-SSSS-SDSD	PSA-SS1-106-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
17	Computer Maintenance Technologist I - Provide technical helpdesk support for the PhilSys implementation, including technical assistance to field offices for the operation of registration clients, networks, and system operations; and maintain ISMD managed services and system accounts; and - Prepare technical specifications for goods/services for procurement, as well as documentary requirements for the Quality Management System for the division.	11	3	PRO-SISS-ISMD	PSA-CTMT1-76-2021 PSA-CTMT1-77-2021 PSA-CTMT1-83-2021	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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18	Project Evaluation Officer I - Assist in gathering and consolidating relevant M&E and risk management data necessary for reporting, in coordination with other PRO services, field offices, implementation partners (i.e., PhilSys vendors), and other development partners; and - Coordinate with all relevant stakeholders regarding PhilSys M&E, project management, and risk management requirements.	11	1	PRO-PCMS-MED	PSA-PEO1-32-2019	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
19	Planning Officer I - Prepare and design layout of different PSA promotional / advocacy materials; >PSA Brochure / Primer, Popcen promo materials, tarpaulin designs for PSA special activities, programme and invitation letter design and layout, certificate designs, powerpoint presentations; - Assist in providing secretariat services (Directors Conferences, CO Planning Workshop, National Planning Workshop and Field Awards Night); and - Participate in activities of TWG, core, task force and other activities (conferences, workshops and trainings).	11	1	ONS-PMS	PSA-PL01-16-2015	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
20	Statistical Analyst - Prepare necessary inputs (statistical tables, documentation reports, graphs, worksheets, forms, etc.) for census schedules, population and housing questionnaires, and corresponding instructions; and - Compile, analyze, and interpret data collected from the census of population and housing based on established statistical methods and prepares statistical charts, graphs and other infographics for public presentation.	11	1	CTCO-NCS-PHCD	PSA-SA-184-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
21	Statistical Analyst - Undertake researches on the descriptions of new commodities, industries, occupations and other important concepts that are relevant to the proposed amendment or revision of the classifications; and - Assist in the drafting/ preparation of proposed national classification systems for review of the Technical Committee on Statistical Standards and Classifications (TCSSC) and its technical working groups (TWGs).	11	1	CTCO-SS-SCD	PSA-SA-326-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
22	Statistical Analyst - Collect and compile statistical data on crops; and - Assist in the organization and updating of databases of the division.	11	1	SSO-ESSS-CSD	PSA-SA-195-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
23	Registration Officer I - Assist the Registration Officer II in resolving cases with possible identity misrepresentation or fraud; and - Assist in the preparation of all required documentation and reports from the conduct of identity investigation and provide required technical support and assistance towards the achievement of division targets.	10	1	PRO-FMCMs-FMD	PSA-REG01-50-2021	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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24	Administrative Assistant III - Provide administrative support to the Office of the ANS; - Maintain efficient filing system of administrative documents; and - Perform liaison functions.	9	1	PRO-UCDMS-OANS	PSA-ADAS3-168-2021	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional)/ First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
25	Assistant Statistician - Assemble, transcribe, and summarize data for accuracy of entries and of totals; - Assist in the computation of simple statistical measures by utilizing established formulas; and - Assist in organizing data for tabulation and/or the preparation of statistical charts, graphs, and other devices.	9	1	SSO-ESSS-FSD	PSA-ASTAT-38-2015	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional)/ First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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