

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS - Contract of Service Workers
Posting Period: 26 FEB 2024 to 07 MAR 2024

NO.	POSITION TITLE (with major tasks/functions)	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		3								
1	Statistical Specialist II - Assist in the preparation of technical and operational plans, programs, and activities relating to survey design and survey instruments, particularly in the Consumer Expectations Survey (CES); - Assist in the conduct of field enumeration trainings; - Generate, compile, consolidate, and update statistics/indicators on the assigned subject matter; - Assist in the development of the data entry application, editing and tabulation programs for web-based systems based on the survey questionnaire and dummy tables; - Coordinate and document the data processing systems/databases; - Perform testing of systems developed by the Systems Development Division; - Perform data processing including checking completeness and consistency; - Prepare draft of statistical reports/articles, memoranda resolutions, letter, and other official documents related to the output of the division; and - Conduct technical review of reports and publications of the SSSS.	16	1	SSO-SSSS-IESD	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Preferably with Career Service Professional/ Second Level Eligibility	Php 39,672.00	Php7,934.40	Preferably with good understanding of some statistical softwares, knowledge in CSPro and Stata is an advantage; and Preferably with excellent verbal and written communication skills.
2	Statistical Specialist I - Organize the process documentation of projects/activities relative to survey; - Process and validate survey data including checking of completeness and consistency; - Analyze survey data results and assist in the preparation of draft statistical reports/articles, infographic materials and/or social media cards, letters and other official documents related to the output of the team/division; - Assist in the organization and maintenance of statistical data files/databases; and - Monitor and respond to data inquiries.	13	1	SSO-SSSS-IESD	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Preferably with Career Service Professional/ Second Level Eligibility	Php 31,320.00	Php6,264.00	Preferably with previous employment in the field of statistics, mathematics, or with relevant experience in undertakings related to the conduct of surveys; Proficient in Microsoft Office programs (e.g. Windows, Word, Excel, Powerpoint, and Publisher); Knowledge or background in any statistical software (e.g., CSPro, SPSS, Stata, E-Views or R); Preferably with knowledge or proficiency in creative software/applications like Canva, Power BI, Adobe Photoshop etc.; and Preferably with high analytical and written communication skills.
3	Statistical Analyst - Monitor and coordinate on the submission of reports and datafiles; - Organize the process documentation of projects/activities relative to survey; - Assist in the preparation and processing of survey data including checking of completeness and consistency; - Assist in the organization and maintenance of statistical data files/databases of team; and - Assist in the preparation of draft statistical report/articles, preparation of worksheet/template for monitoring of field office submissions, letters and other official documents related to the output of the team/division.	11	1	SSO-SSSS-IESD	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php27,000.00	Php5,400.00	Preferably Proficient in Microsoft Office programs (e.g. Windows, Word, Excel, Powerpoint, and Publisher); Knowledge or background in any statistical software (e.g., CSPro, SPSS, Stata, E-Views or R); Preferably with knowledge or proficiency in creative software/applications like Canva, Power BI, Adobe Photoshop, etc.; and Preferably with high analytical and written communication skills.