

PHILIPPINE STATISTICS AUTHORITY  
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICES  
POSTING PERIOD **19 SEP 2022 TO 04 OCT 2022**

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	
	<b>TOTAL</b>		<b>37</b>							
1	<p><b>Supervising Statistical Specialist</b></p> <ul style="list-style-type: none"> <li>- Assists in planning, organizing, directing, coordinating and controlling, programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on employment demand;</li> <li>- Monitors the activities and deliverables of the division and makes recommendations for improvement;</li> <li>- Prepares budgetary and other resource requirements of statistical operations;</li> <li>- Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office; and</li> <li>- Reviews and endorses to the Chief Statistical Specialist reports on statistical activities.</li> </ul>	22	1	SSO-SSSS-EDSD	PSA-SVSTATS-103-2015	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	<p><b>Senior Statistical Specialist</b></p> <ul style="list-style-type: none"> <li>- Reviews, evaluates and analyzes price data and prepares statistical reports;</li> <li>- Supervises the implementation of the unit's work program; and</li> <li>- Assists in the preparation of the work programs and financial plans of the division related to the conduct of price survey.</li> </ul>	19	1	SSO-ESSS-PSD	PSA-SRSTATS-157-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Three (3) 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)	Twenty-four (24) 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	<p><b>Senior Statistical Specialist</b></p> <ul style="list-style-type: none"> <li>- Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of environment statistics environmental accounts and related indicators; and</li> <li>- Assists in the preparation of the conduct of statistical activities of the division including joint research projects with local and foreign agencies.</li> </ul>	19	1	SSO-MAS-ENRAD	PSA-SRSTATS-151-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Three (3) 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)	Twenty-four (24) 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	<p><b>Information Systems Analyst II</b></p> <ul style="list-style-type: none"> <li>- Assists in the device certification and relying party integration programs; and</li> <li>- Acts as technical support to Relying Party in the implementation of Authentication services.</li> </ul>	16	1	PRO-SISS-DCRPID	PSA-INFOSA2-62-2021	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

PHILIPPINE STATISTICS AUTHORITY  
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICES  
POSTING PERIOD 19 SEP 2022 TO 04 OCT 2022

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	
5	<b>Information Systems Analyst II</b>  - Develops plans and perform VAPT; and  - Drafts reports on the conduct of VAPT	16	1	PRO-SISS-ICD	PSA-INFOSA2-67-2021	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	<p>Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat</p> <p>Preferably with at least eight hours of management of Cyber security incident, creates processes, assesses incident reports, and develops and implements cyber crisis communication plans.</p> <p>With at least one year of experience in any of the following: * System administration in Linux / Windows Systems * Firewalls / network security * Network administration Preferably Bachelor's degree in Computer Science, Information Systems</p>
6	<b>Statistical Specialist II</b>  - Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter; and  - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division.	16	1	SSO-ESSS-PSD	PSA-SS2-116-2015	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
7	<b>Administrative Officer IV</b>  - Prepares and issues quarterly funding allocation to Field Offices by project and object of expense;  - Compiles and maintains budget data by project, object of expense and activity on current status;  - Reviews budget proposals submitted by Field Offices; and  - Participates in the preparation of annual budgetary proposal of the office.	15	1	CRCO-FAS-BD	PSA-ADOF4-535-2015	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
8	<b>Administrative Officer III</b>  - Assists in supervising the requisitioning, canvassing, issuing and recording, storekeeping of equipment, supplies and materials, and reviews/checks invoices and other supporting papers required for the payment of items delivered; and  - Undertakes the physical inventory and listing of unserviceable equipment/vehicles for disposal.	14	1	CRCO-FAS-GSD	PSA-ADOF3-581-2015	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

PHILIPPINE STATISTICS AUTHORITY  
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICES  
POSTING PERIOD **19 SEP 2022** TO **04 OCT 2022**

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	
9	<b>Statistical Specialist I</b>  - Coordinates the gathering of materials as inputs for the preparation of guidelines and criteria on the formulation of the Philippine Statistical Development Program; and  - Provides the administrative and logistics requirements for the evaluation of statistics to be designated including the agency responsible for its generation.	13	1	CTCO-SS-SPPD	PSA-SS1-129-2015	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
10	<b>Statistical Specialist I</b>  - Assists in the preparation of statistical reports for Crops Survey; and  - Processes and tabulates survey data on Crops Surveys.	13	1	SSO-ESSS-CSD	PSA-SS1-125-2015	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
11	<b>Statistical Specialist I</b>  - Compiles, organizes, analyzes and maintains primary and secondary statistics and other relevant information on livestock and poultry; and  - Prepares drafts of statistical reports.	13	2	SSO-ESSS-LPSD	PSA-SS1-144-2015 PSA-SS1-156-2015	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	<b>Statistical Specialist I</b>  - Assists in the preparation of survey instruments and statistical reports for establishment-based surveys; and  - Processes and tabulates survey data, and organizes and updates databases of the division.	13	1	SSO-ESSS-SSD	PSA-SS1-132-2015	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	<b>Statistical Specialist I</b>  - Processes export, import and any other administrative-based documents;  - Validates PSCC commodity codes vis-à-vis description of commodity, verifies outliers in terms of FOB value and derived unit price (export);  - Supervises, controls, distributes and monitors the processing of hardcopy BOC documents; and  - Submits any report concerning new and updates on reference files.	13	1	SSO-ESSS-TSD	PSA-SS1-131-2015	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

PHILIPPINE STATISTICS AUTHORITY  
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICES  
POSTING PERIOD 19 SEP 2022 TO 04 OCT 2022

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	
14	<b>Information Systems Analyst I</b>  - Collaborates with SMD counterpart(s) and with his/her respective SDD team(s) in the preparation of User Specification Documents and System Design and Specification document;  - Assists in the developing of the programs/modules assigned, in collaboration with his/her respective SDD team; and  - Prepares the detailed documentation of the programs/modules assigned.	12	1	CTCO-ITDS-SDD	PSA-INFOSA1-77-2015	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
15	<b>Information Systems Analyst I</b>  - Performs the testing procedures for the quality assurance of information systems and outsourced software; and  - Assists in the preparation of all required documentation and reports of the quality assurance processes.	12	1	CTCO-ITDS-SQAD	PSA-INFOSA1-88-2015	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
16	<b>Administrative Officer II</b>  - Assists in supervising the requisitioning, canvassing, issuing and recording, storekeeping of equipment, supplies and materials, and reviews/checks invoices and other supporting papers required for the payment of items delivered; and  - Undertakes the physical inventory and listing of unserviceable equipment/vehicles for disposal.	11	2	CRCO-FAS-GSD	PSA-ADOF2-109-2015 PSA-ADOF2-115-2015	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
17	<b>Administrative Officer II</b>  - Assists in the monitoring and evaluation of attendance reports, computation of leave credits, processing of applications for leave, retirement and various personnel documents;  - Collects useful information related to personnel matters;  - Assists in recruitment and selection process including preparation of appointment paper and updating of plantilla as necessary; and  - Assists in learning and development functions as necessary.	11	1	CRCO-FAS-HRD	PSA-ADOF2-123-2015	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  Preferably with IT experience

PHILIPPINE STATISTICS AUTHORITY  
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICES  
POSTING PERIOD 19 SEP 2022 TO 04 OCT 2022

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	
18	<b>Statistical Analyst</b>  - Prepares necessary inputs (statistical tables, documentation reports, graphs, worksheets, forms, etc.) for the development and maintenance of sampling frame or for inputs in the development of sampling design; and  - Generates list of samples for household-based surveys, and agriculture and fisheries surveys and assists in the development of geospatial database for sampling frames.	11	2	CTCO-NCS-CPCD	PSA-SA-393-2015 PSA-SA-395-2015	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
19	<b>Statistical Analyst</b>  - Edits, verifies, analyzes census/survey reports for accuracy, completeness, and reasonableness; and  - Generates and reviews statistical tables from the updated business register.	11	1	CTCO-NCS-SICD	PSA-SA-401-2015	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
20	<b>Statistical Analyst</b>  - Assists in the gathering of materials as inputs for the preparation of guidelines and criteria on the formulation of the Philippine Statistical Development Program (PSDP); and  - Assists in the evaluation and analysis of materials, documents and other inputs submitted for the integration of the PSDP and preparation of sectoral program for the management and coordination of the Philippine Statistical System (PSS) and other PSS-wide concerns, and prepares reports and tables in desired format.	11	1	CTCO-SS-SPPD	PSA-SA-411-2015	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	<b>Statistical Analyst</b>  - Collects and compiles statistical data on crops; and  - Assists in the organization and updating of databases of the division.	11	2	SSO-ESSS-CSD	PSA-SA-195-2015 PSA-SA-265-2015	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	<b>Statistical Analyst</b>  - Collects and compiles statistical data on FSD; and  - Maintains the statistical data files of the FSD.	11	2	SSO-ESSS-FSD	PSA-SA-187-2015 PSA-SA-188-2015	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

PHILIPPINE STATISTICS AUTHORITY  
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICES  
POSTING PERIOD 19 SEP 2022 TO 04 OCT 2022

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		
23	<b>Statistical Analyst</b>  - Assists in the processing of survey data including checking of completeness and consistency of the data, maintenance of statistical databases of the division; and  - Assists in the preparation of statistical reports such as publications and special releases including layout of publication and conversion to PDF.	11	1	SSO-ESSS-SSD	PSA-SA-336-2015	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
24	<b>Statistical Analyst</b>  - Processes export and any other administrative-based documents including checking of completeness and consistency;  - Assists in the organization and updating of databases and reference files (Traders, country of origin/destination, local port of unloading/loading, Commodity, Feeders/Carriers/Vessels, Terms of Reference, Preferential Tariff) of the Trade Statistics Division;  - Conducts queries on problems in the compilation of documents through phone calls, internet surfing, tariff finder, other government and private websites, etc; and  - Assists in the preparation of statistical reports.	11	1	SSO-ESSS-TSD	PSA-SA-197-2015	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
25	<b>Statistical Analyst</b>  - Collects and compiles statistical data;  - Maintains the statistical data files of the unit/division;  - Gathers information as inputs for the preparation of reports;  - Assists in the organization and updating of databases of the division; and	11	1	SSO-MAS-AAD	PSA-SA-201-2015	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
26	<b>Statistical Analyst</b>  - Collects, organizes and reviews data for the generation of estimates of the assigned sector and/or subject matter of National and Regional Accounts and other related accounts and indicators; and  - Conducts researches and collects data and information as inputs in the preparation of technical reports/articles, memoranda, resolution, letters and other officials documents related to the output of the division.	11	1	SSO-MAS-EAD	PSA-SA-261-2015	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

PHILIPPINE STATISTICS AUTHORITY  
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICES

POSTING PERIOD 19 SEP 2022 TO 04 OCT 2022

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		
27	<b>Statistical Analyst</b>  - Collects, organizes, and reviews data for the generation of estimates of the national, regional and provincial accounts and other related accounts and indicators;  - Preparation of statistical reports.	11	1	SSO-MAS-PAD	PSA-SA-87-2015	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
28	<b>Planning Officer I</b>  - Assists in the research and formulation of policies and guidelines related to the sustainability of Philsys;  - Assists in the research for new technology, best practices and innovations in the implementation of digital ID project; and  - Assists in the performance of Secretariat functions to TWG and IAC meetings.	11	1	PRO-PCMS-PPCD	PSA-PLO1-4-2021	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
29	<b>Computer Maintenance Technologist I</b>  - Provides technical helpdesk support to the PhilSys implementation including technical support to field offices for the operations of registration client, network, and system operations; and  - Sets up, installs, configures, maintains, and repairs of PhilSys ICT equipment and peripheral devices.	11	2	PRO-SISS-ISMD	PSA-CTMT1-82-2021 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
30	<b>Project Development Officer I</b>  - Assists in the consolidation of relevant monitoring and evaluation (M&E) and risk management data necessary for reporting in coordination with the other PRO services, field offices and implementation partners; and  - Provides secretariat and administrative support in the conduct of plans, programs, and activities of the FPSUCD.	11	1	PRO-UCDMS-FPSUCD	PSA-PDO1-84-2021	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
31	<b>Administrative Assistant III</b>  - Serves as an overall focal person between Office of the DNS and the Service of CTCO;  - Provides administrative support to the Office of the DNS;  - Maintains efficient filing system of administrative documents; and  - Performs liaison functions.	9	1	CTCO-ODNS	PSA-ADAS3-6-2015	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