



JOB OPPORTUNITY

Senior Project Assistant

Monthly Rate: Php 40,611.56 (SG 14 with 20% premium)

May 02, 2023 - June 30, 2023 (open for renewal)

DUTIES AND RESPONSIBILITIES

- Coordinate with the UP CIDS administrative, Financial and operating concerns;
- Prepare for and implement events and activities of PSPC
- Conceptualize and prepare online materials for public information dissemination of PSPC's events activities, and outputs;
- Manage PSPC's communications channel and provide information for PSPC s publicity platforms to UP CIDS and other affiliated offices and institutions;
- Assist in the preparation of technical and academic outputs of PSPC and its projects;
- Assist in the preparation of research materials for the program's research projects;
- Assist in the conduct of activities and research related to local governance issues; and
- Perform other tasks assigned by the PSPC Co-Convenors and UP CIDS Executive Director.



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QUALIFICATIONS

- Bachelor's degree in a relevant field
- at least one year of professional experience in writing and research
- at least four hours of relevant training

Interested applicants may submit a letter of intent (**addressed to Dr. Maria Ela L. Atienza, Program Co-Convenor**), together with their curriculum vitae and two writing samples to pspc.cids@up.edu.ph
Deadline of application is on **23 January 2023**