



**UNIVERSITY OF THE PHILIPPINES
SCHOOL OF ECONOMICS**

JOB OPPORTUNITY

**Senior Research Associate (SG 16)
School of Economics-Office of the Public Affairs
Monthly Rate: Php 40,300.92
Non-UP Contractual
(July-December 2022)**

Job Description/Duties and Responsibilities

- Assistance in the preparation and execution of activities of the Public Affairs Office, such as but not limited to trainings, forums and organizing webinars and special events
- Writing and editing of correspondence, proposals, reports and other related documents for activities organized by the office
- Assistance in the preparation of publicity materials
- Liaison with the partners and other UP, government and private individual and institutions
- Other pertinent duties as may be assigned by the Director of Public Affairs Office

Qualifications

- Bachelors Degree relevant to the job
- With at least 2 years of relevant work experience
- 75 hours of training
- Experience in technical writing
- Basic knowledge in design and lay outting
- Knowledge in government financial and administrative processes an advantage
- Must be keen on details
- Computer literate (Word, Excel, PowerPoint, E-mail Correspondence, etc.)

Submit the following documents:

- Curriculum Vitae
- Personal Data Sheet
- Letter of intent
- CSC Certificate if available
- Certificate of trainings

Interested applicants may submit their applications to: collegesec@econ.upd.edu.ph and deans@econ.upd.edu.ph In the subject line of your email, please indicate “SRA Job Application” to assist us in processing your application.

The deadline of application is on **July 12, 2022 (Tuesday)** Only shortlisted applicants will be contacted.