



UNIVERSITY OF THE PHILIPPINES
SCHOOL OF ECONOMICS

JOB OPPORTUNITY

Senior Research Analyst (SG 18)
School of Economics-Office of the Dean
Monthly Rate: Php 46,725.00 plus 20% premium
Non-UP Contractual
Renewable until May-December 2024

Job Description/Duties and Responsibilities

- Description. As Senior Research Analyst, the main task of the position is the development, refinement and completion of the UP School of Economics (UPSE) guide book (manual of operations) and perform other related tasks and responsibilities related to it. He or she will work closely with a team, and be under the supervision of the Office of the Dean and Office of the College Secretary.
- Duties and Responsibilities
 - Identify, clarify, refine, and codify the workflow of the various processes involved in the academic and administrative functions
 - Identify, clarify, refine, and codify the tasks and responsibilities of employees, staff members, administrative heads, and other stakeholders
 - Write the processes of the UPSE using text and flow charts
 - Draft and formalize forms, when necessary
 - Coordinate with other staff members and offices towards the further development and completion of the UPSE guide book
 - Perform other related tasks such as writing correspondences, reports, and other activities, as identified by the Dean or College Secretary

Qualifications

- Bachelors Degree relevant to the job
- With at least 2 years of professional experience in writing and project coordination and management
- Excellent verbal and written communication skills
- Strong analytical skills, fast learner
- At least 75 hours of relevant training
- Preferably with experience in the development of similar guidebook or operations manual, or other related skills
- Knowledge in administrative processes in government or educational institutions, an advantage
- Computer literate (Word, Excel, PowerPoint, E-mail, Flowchart making software, Zoom etc.)

Submit the following documents:

- Curriculum Vitae
- Letter of intent
- Certificate of trainings
- CSC Certificate if available

Interested applicants may submit their applications to: upsecollegesec.upd@up.edu.ph and. 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 **May 10, 2024 (Friday)** Only shortlisted applicants will be contacted.