



UNIVERSITY OF THE PHILIPPINES  
SCHOOL OF ECONOMICS

**JOB OPPORTUNITY**

**Senior Research Analyst (SG 18)**

**School of Economics-Office of the Dean**

**Monthly Rate: Php 64, 581.60 including 20% premium**

**Contract of Service (COS), August-December 2026**

**Job Description/Duties and Responsibilities**

- Description. As Senior Research Analyst, the main task of the position is the development, refine and complete the UP School of Economics (UPSE) guide book (manual of operations) and perform other 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 (OCS).
- Duties and Responsibilities
  - Refinement of the UPSE Guidebook (processes in the Student Services Section; organization of files, filing system related to OCS processes)
  - Write the processes of UPSE using text and flowcharts
  - Assist in the preparation and organization of UPSE projects such as, but not limited to, forums, lectures, special events, and training courses
  - Serve as Quality Assurance (QA) Support Staff (tasked to develop tools for data gathering, organize data for QA needs, schedule meetings and submission of reports to the QA office, etc.)
  - Perform documentation/secretarial duties for the special committees of the Office of the Dean
  - Attendance in meetings for the development of the Student Information Management System (SIMS)
  - Monitoring of the UPSE website edit log and UPSE social media accounts
  - Perform other tasks that may be assigned by the Office of the Dean and the Office of the College Secretary (e.g. preparation of pubmats, drafting correspondence, acting as Faculty Workshop secretariat, etc.)

**Qualifications**

- Bachelor's 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 or other related skills in the development of guidebook or operations manual, or other related skills
- Knowledge in administrative processes in government or educational institutions is an advantage
- Computer literate (Word, Excel, PowerPoint, Canva, E-mail, Flowchart making software, Zoom, etc.)

**Submit the following documents:**

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

Interested applicants may submit their applications to: [upsecollegesec.upd@up.edu.ph](mailto:upsecollegesec.upd@up.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 24, 2026 (Friday)**. Only shortlisted applicants will be contacted.