

JOB OPENING: SENIOR PROJECT OFFICER

Office of the Vice President for Academic Affairs (OVPAA)

University of the Philippines System

Job Description:

- Assist in various capacities (monitoring, evaluation, rollout, database management, etc.) for OVPAA programs such as faculty and researcher fellowships, grants, awards, teaching assistantship, etc.
- Assist the VPAA with research work for particular memoranda, talks and reports
- Serve as Secretariat and assist in the organization of meetings (virtual and face to face) including preparation of meeting minutes and document preparation
- Assist in the collation, review and validation of data for needed university statistics
- Perform other OVPAA-duties as required by the VPAA, supervising AVPAA/s or senior OVPAA staff.

REQUIREMENTS:

Bachelor's degree relevant to the job

Four (4) years relevant experience

Twelve (12) hours of relevant training

Proficiency in MS Office applications (Word, Excel, PowerPoint); working knowledge or proficiency in other applications (website design and management, drawing/graphic design, statistics, database, etc.) a plus

Submit your curriculum vitae with references, cover letter and if available, your portfolio by email to:

Dr. Cynthia Rose Banzon Bautista
Vice President for Academic Affairs
Office of the Vice President for Academic Affairs
University of the Philippines System

Email: qa.ovpaa@up.edu.ph