

Project Brief

Title	In-house Preparation of a Roadmap for the Development of Davao Region's Creative Industries
Objective	Develop a Roadmap for the development of Creative Industries in Davao Region, with strong emphasis on science, technology and innovation as the backbone; development of new products; creation and expansion of domestic and international markets; growth of MSMEs; and creation of a Davao brand of creative industries, envisioned to be popular not only locally but globally, as well.
Duration	11 months, with a possibility of an extension

Requirements:

1. Personal Data Sheet
2. Transcript of Records and Diploma
3. Training Certificates
4. Performance Rating (for government employees including Job Order and Contract of Services)

Join our team!!!

NEDA XI is in need of Creative Industry Experts for a R&D Project

Vacant Positions
under Contract of Service:

- ❑ 1 Chief Researcher (SG 24/1)
- ❑ 2 Senior Research Assistants (SG 19/1)
- ❑ 1 Junior Research Assistant (SG 13/1)

Please send your application letter and required documents to:

MARIA LOURDES D. LIM, CESO II
Regional Director
National Economic and Development Authority XI
Bangkal, Davao City
Email: nro11@neda.gov.ph
Deadline: May 13, 2022

Chief Researcher

Salary Grade : 24/1 (PhP88,410/monthly)

Status: Contract of Service

Minimum Qualifications:

Education

At least a Master's Degree holder in any of the following fields: Economics, Statistics, Creative arts, Public Policy, Business Administration, Marketing, or other related disciplines

Training

At least 16 hours of training in data processing and/or conduct of research

Experience

- At least 5 years of professional experience in R&D
- Must have strong quantitative and qualitative analytical skills and can work with minimal supervision
- Must have a wide experience in planning, project development and value chain analysis
- Must possess exceptional presentation, facilitation, management, coordination and networking skills
- Must have a sample related work engagement (with at least 2 completed reports and must have at least 1 presentation /training conducted
- Advance proficiency in computer programs/software on data analytics

Eligibility

None required

Duties & Responsibilities

- Plan, organize, implement and direct the completion of activities and delivery of outputs, ensuring that these are delivered on time, within scope and on budget based on the Project's Terms of Reference (TOR)
- Recommend the most appropriate approaches or methodologies for the identified major activities and expected outputs in the TOR
- Submit monthly progress and financial reports to coincide with the milestones and project timelines and recommend areas for improvement as may be necessary
- Supervise and delegate assignments/tasks to senior/junior research assistants
- Present the results of the study to NEDA units/offices, NEDA R&D PMO, and other concerned government agencies and relevant stakeholders
- Perform other related functions as may be assigned by the NEDA for the completion of the project

Senior Research Assistant

Salary Grade : 19/1 (PhP49,835/monthly)

Status: Contract of Service

Minimum Qualifications:

Education

Bachelor's Degree holder in Culture, Arts, Creative Arts or related technical discipline

Training

At least 8 hours of training in data processing and/or conduct of research

Experience

- At least 3 years of work experience related to research, particularly on creative industries
- Must possess good presentation, facilitation, coordination, and networking skills
- Must have an experience in planning, project development and value chain analysis
- Must have an experience in data processing and management and with advance proficiency in MS Office (Excel, Access), and statistical software (e.g. SPSS)

Eligibility

None required

Duties & Responsibilities

- Assist the team leader in planning, organizing and implementing the activities and expected outputs as outlined in the TOR and WFP
- Provide technical and administrative support
- Perform other related functions as may be assigned by the team leader/NEDA-ISG

Senior Research Assistant

Salary Grade : 19/1 (PhP49,835/monthly)

Status: Contract of Service

Minimum Qualifications:

Education

Must have at least a BA/BS in Economics, Statistics, Social Sciences, Public Policy or other related discipline

Training

At least 8 hours of training in data processing and/or conduct of research

Experience

- At least 3 years of work experience related to research
- Must possess good presentation, facilitation, coordination, and networking skills
- Must have an experience in planning, project development and value chain analysis
- Must have an experience in data processing and management and with advance proficiency in MS Office (Excel, Access), and statistical software (e.g. SPSS)

Eligibility

None required

Duties & Responsibilities

- Assist the team leader in planning, organizing and implementing the activities and expected outputs as outlined in the TOR and WFP
- Provide technical and administrative support
- Perform other related functions as may be assigned by the team leader/NEDA-ISG

Junior Research Assistant

Salary Grade : 13/1 (PhP29,798/monthly)

Status: Contract of Service

Minimum Qualifications:

Education

Must have at least a BA/BS in Economics, Statistics, Social Sciences, Public Policy or other related discipline

Training

At least 4 hours of training in data processing and/or conduct of research

Experience

At least 2 years of work experience related to research
Must have an experience in data processing and management with computer proficiency

Eligibility

None required

Duties & Responsibilities

- Assist the team leader in planning, organizing and implementing the activities and expected outputs as outlined in the TOR and WFP
- Provide technical and administrative support
- Perform other related functions as may be assigned by the team leader/NEDA-ISG