

Call for Applications  
25 January 2011

- Vacant Position

Position Title:	Technical Assistant
Number of Vacancies:	1
Salary Grade:	11
Status of Appointment:	Contractual/Project based
Education:	Bachelor's Degree relevant to the job, i.e., Statistics/Applied Statistics; Mathematics; Economics; or other related fields
Experience:	None Required
Training:	None required

- Please submit application letter to:

Emalyn P. Pineda  
Human Resource and International Affairs Division (HRIAD)  
National Statistical Coordination Board (NSCB)  
5F Midland Buendia Building  
403 Sen Gil Puyat Avenue  
Makati City, Philippines

together with:

1. Personal data sheet detailing the educational background, previous experience and training programs attended/participated.
2. Latest 2 x 2 color picture
3. Copy of Official Transcript of Records
4. Copy of Diploma

in person at the above address or *via* regular mail; or  
email: [ep.pineda@nscb.gov.ph](mailto:ep.pineda@nscb.gov.ph) on or before 31 January 2011. Application via fax  
are also accepted but must be limited to (a) application letter; and (b)  
resume/curriculum vitae, with all other requirements to follow via personal  
delivery, regular mail or e-mail.

For inquiries, please call **Cynthia/Emalyn** of the HRIAD at telephone no. (02)  
890 9409 or (02) 896 2226 or send an e-mail to the above addresses.

## STATEMENT OF DUTIES AND RESPONSIBILITIES

### TECHNICAL ASSISTANT

1. Evaluate and analyze available statistical materials on particular fields relative to the coverage and methods employed, sources and limitations, and evaluate them for their conformity with established standards.
2. Prepare in accordance with general instruction, special tables, estimates, reports and statements of facts and/or principles on the coverage, methods employed, sources and limitations of current statistics to determine their validity, comparability and adequacy to serve as basis for action and policy decisions or in reply to inquiries by international and government or private organizations.
3. Conduct routine studies for the improvement of methods and techniques in obtaining statistical data on particular field or reducing them in proper forms.
4. Participate in the evaluation of basic technical materials required in the development of statistical concepts, definitions, classifications and procedures to serve as basis in prescribing standards for uniform reporting and publication of government statistics, particularly in the field of specialization.
5. Perform other related tasks as maybe assigned from time to time.