

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Assistant I (SG-8) position from the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-products Utilization Section (RDD-CDABUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Assistant I (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-8
Place of Assignment:	DOST-GIA Project: "Development of a Local Cloud-Based Digital Apparel Prototyping Platform of the PTRI-Textile Product Development Center as a response to the "Now Normal" of the Research and Development Division - Chemicals, Dyes, Auxiliaries, and By-product Utilization Section (RDD-CDABUS)	Salary Rate:	PHP 22,798.00/month

Brief Description of Duties and Responsibilities:

- Coordinate with collaborators, partner communities and government agencies regarding activities related to the project;
Handle and facilitate all communication/s with research collaborators, LGUs and other organization that would need services of the project and TPDC;
Assist in the preparation of purchase request, vouchers and other related documents;
Handle and facilitate all financial documentation of the project;
Assist in the preparation of the weekly financial monitoring report of the project;
Assist in the receiving and releasing of the incoming and outgoing correspondence and other pertinent documents;
- Assist on the conduct of the services and open lab activities related to the project;
Participate in the training of equipment/software and other related matters to the project;
Assist in the development of the pattern and pattern blocks using CAD software;
Assist in the submission of the testing samples and other related documents;
- Conduct 5s in the functional laboratory and office work areas;
Perform other tasks not specified herein but in accordance to the competencies expected from the requested position.

Minimum Qualifications:

Education:	Completion of two years studies in college
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	Graduate of any four-year course
Experience:	None required
Related Training:	None required
Eligibility:	None required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 23 APR 2022:

Documentary Requirements:

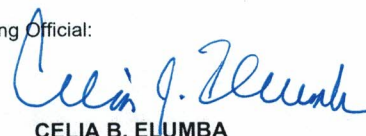
- Application letter;
- Comprehensive Resumé;
- Fully accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph with recent picture 2 pcs. passport size with signature over handwritten name;
- Authenticated/certified true copy of certificate of eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent;
- Potential Assessment Form (to be requested from the PTRI-HRRMS);
- Photocopy of Training Certificates;
- NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
- Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Please forward all applications to:

MATT ANTHONY M. PAREJA
Administrative Officer V and Head,
Human Resource and Records Management Section
Finance and Administrative Division
PHILIPPINE TEXTILE RESEARCH INSTITUTE
Room 314, PTRI Building, DOST South Compound
General Santos Avenue, Bicutan, Taguig City
Telephone No. 8372071-82 local 2377 & 2378
Email address: recruitment@ptri.dost.gov.ph

Requesting Official:


CELIA B. ELUMBA
Director IV

The DOST-PTRI adheres to the existing general policy of no discrimination in the selection of employees/applicants on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. PTRI has the following available facilities like: 1. Elevator and ramp are available for PWD; 2. Construction of rest rooms for SOGI; and 3. Provision of LCD projector and screen for visually and hearing-impaired persons.

DATE POSTED:

20 APR 2022