

**Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

NOTICE OF VACANCY

A notice is hereby given that the Chief Science Research Specialist (SG-24) position from the Technical Services Division is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Chief Science Research Specialist	Item No.:	PTRIB-CSRS-2-1998
		Salary Grade:	SG-24
Place of Assignment:	Technical Services Division (TSD)	Salary Rate:	P88,410.00 /month Plus other benefits under RA 8439

Brief Description of Duties and Responsibilities:

1. Conceptualize, plan and direct the technical services and testing/processing activities of the Technical Services Division;
2. Provide consultancy services on textile raw materials, products, processes, and textile quality control;
3. Ensure that the laboratory and the quality management systems of the Technical Services Division are established, implemented, and maintained;
4. Prepare and review project proposals, performance reports, travel reports, technical papers of research personnel for publication and other documents relevant to the operation of the Institute;
5. Represent the Division or Institute in meetings, seminars and other adhoc committees; and conduct meetings on assigned committees;
6. Performs other related activities.

Minimum Qualifications:

Education:	Masteral Degree
Experience:	4 years in position/s involving management and supervision
Related Training:	24 hours of training in management and supervision
Eligibility:	Career Service (Professional), Second Level Eligibility

Preferred Qualifications:

Education:	Relevant Master's Degree in Science or Engineering
Experience:	- With at least 5 years experience in quality management system implementation based on ISO 9001 and 17025; - With at least 5 years experience in textile mill management (chemical and mechanical processing of textiles, textile quality control) or equivalence
Related Training:	- 40 hours of supervisory/management training; - With relevant training in Government Procurement and Government Financial Management
Eligibility:	RA 1080

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 03 JUN 2022:

Documentary Requirements:

1. Application letter;
2. Comprehensive Resumé;
3. 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;
4. *Authenticated/certified true copy* of certificate of eligibility/ratings/license;
5. Photocopy of Transcript of Records & Diploma;
6. Performance Evaluation Rating in the last 2 rating periods or its equivalent;
7. Potential Assessment Form (to be requested from the PTRI-HRRMS);
8. Photocopy of Training Certificates;
9. NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
10. 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:

04 MAY 2022