

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant IV (SG-13) position from the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS) is vacant. The aforesaid position is proposed to be filled up immediately.

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|----------------------|--|---------------|---------------------|
| Position Title: | Project Technical Assistant IV (Contract of Service) | Item No.: | N/A |
| | | Salary Grade: | SG-13 |
| Place of Assignment: | DOST-GIA Project: "Digitalization of Philippine Textiles to Protect and Sustain the Handloom Weaving Sector" of the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS) DOST-PTRI, Bicutan Taguig City | Salary Rate: | PHP 37,584.00/month |

Brief Description of Duties and Responsibilities:

1. Implement and conduct project activities according to the approved workplan;
2. Draft and submit semi-technical or technical paper/s in peer-reviewed/Scopus-indexed journals;
3. Draft and submit Intellectual property claims to the Institute within the prescribed timeline;
4. Draft and submit periodic (e.g. monthly, quarterly, terminal) project reports and all other necessary attachments in accordance to DOST-GIA formats within the prescribed timeline;
5. Submission of weekly reports in accordance with the prescribed format on every last day of the work week;
6. Initiate and facilitate dialogue with target partners;
7. Draft and prepare MOA/MOU for stakeholders and partners;
8. Conduct laboratory experiments/activities as required by the project on the prescribed timeline;
9. Maintain an organized and functional laboratory and office work areas;
10. Attend all project meetings and discussion as scheduled;
11. Maintain the upkeep of the assigned office and/or laboratory facility;
12. Maintain documentation and data in a laboratory notebook/digital platform to be checked on a weekly basis and update digital copy of all data, results and images;
13. Draft and submit travel/training reports within the prescribed deadline;
14. Identify and specify technical specifications of equipment, supplies, and materials as required by the project;
15. Conduct monthly/quarterly preventive maintenance of assigned equipment;
16. Maintain digital bibliographic data using the appropriate software/s;
17. Other tasks and assignments related to the program/project as may be assigned.

Minimum Qualifications:

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|-------------------|-------------------|
| Education: | Bachelor's Degree |
| Experience: | None required |
| Related Training: | None required |
| Eligibility: | None required |

Preferred Qualifications:

| | |
|-------------------|---|
| Education: | BS Industrial Design or Community Development or any related 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

17 APR 2023 :

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:

Requesting Official:

MERLITA R. ODI

Officer-in-Charge, 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 2373, 8837-0744
Email address: recruitment@ptri.dost.gov.ph

JULIUS E. LEANO, Jr., PhD

Officer-in-Charge, Office of the Director

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:

14 APR 2023