

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant II (SG-11) position from the Research and Development Division -Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS) is vacant (anticipated). The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Assistant II (Contract of Service) (Anticipated Vacancy)	Item No.:	N/A
		Salary Grade:	SG-11
Place of Assignment:	DOST GAA-CI Project: "Establishment of Regional Natdyes Hubs and Facilities for the Production and Innovation of Philippine Natural Dyes" of the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS)	Salary Rate:	PHP 32,400.00/month

Brief Description of Duties and Responsibilities:

1. Implement and conduct project activities according to the approved workplan of the GAA-CI;
2. Coordinate and communicate with stakeholders, partners and collaborators;
3. Draft Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), and other legal documents related to collaborators and partnership;
4. Submission of weekly reports in accordance with prescribed format on every last day of the work week;
5. Draft and submit semi-technical paper, newsletter, and other Division promotional materials;
6. Conduct community visits and meetings with stakeholders, partners, and collaborators;
7. Perform 5S and maintain office area;
8. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project;
9. Conduct monthly/quarterly inventory of supplies and materials procured by the project;
10. Keep an update in a digital and hard copy of all project-related documents;
11. Other tasks and assignments related to the program project may be assigned;
12. Present monthly progress report;
13. Attend meetings as may be required by the Project Leader, the Research and Development Division (RDD), the PTRI, and the funding agency.

Minimum Qualifications:

Education:	Bachelor's degree
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	BS Development Communication, Mass Communication and other communication/business related course
Experience:	None required
Related Training:	Preferably with knowledge in Project Management, skills in newsletter and semi-technical writing
Eligibility:	None required

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

21 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 L. LEAÑO, 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: 18 APR 2023