

**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 Office of the Director - Technology Transfer, Information and Promotion Staff - DOST-PCIEERD GIA project entitled "IMPACT-Strengthening the DOST-PTRI's Technology Management System to Accelerate Technology Adoption" is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Assistant IV (Contract of Service)	Item No.:	N/A
Place of Assignment:	DOST-PCIEERD GIA project entitled "IMPACT-Strengthening the DOST-PTRI's Technology Management System to Accelerate Technology Adoption"	Salary Grade:	SG-13
		Salary Rate:	PHP 37,584/month

Brief Description of Duties and Responsibilities:

1. Perform writing and publishing content on DOST-PTRI web pages in various formats, like social media post, articles, and other media platforms;
2. Creates, design, and distribute marketing copy for DOST-PTRI's products and services;
3. Assist in updating DOST-PTRI's website, as needed;
4. Conduct research on project-related engaging topics to popularize textile science;
5. Identify the needs of the intended audience and recommend new related topics;
6. Coordinate with the researchers and technology transfer officer to create IEC materials;
7. Assist in promoting content on social media and in monitoring media engagement;
8. Perform other related duties as may be assigned by the Project Leader.

Minimum Qualifications:

Education:	Bachelor's Degree relevant to the job
Experience:	1 year of relevant experience
Related Training:	4 hrs. relevant training
Eligibility:	None required

Preferred Qualifications:

Education:	Bachelor's Degree (Preferably in Development Communications)
Experience:	1 year of relevant experience
Related Training:	4 hrs. relevant training
Eligibility:	None required

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

02 MAY 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

Administrative Officer V and 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.
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:

27 APR 2023