

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant V (SG-14) position from the Technical Services Division - DOST GIA project entitled "Establishment of Regional Yarn Production and Innovation Center - Mindanao" is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Assistant V (Contract of Service)	Item No.:	N/A
Place of Assignment:	DOST GIA project entitled "Establishment of Regional Yarn Production and Innovation Center - Mindanao"	Salary Grade:	SG-14
		Salary Rate:	PHP 40,612.00/month

Brief Description of Duties and Responsibilities:

- Act as the focal person for the RYPIC - Mindanao project to project partners and stakeholders for all matters relative to the project implementation;
- Coordinate with the Project Leader and Staff all the activities in the RYPIC - Mindanao and the supply of materials from the Natural Textile Fiber Innovation Hub;
- Prepare weekly, monthly, and quarterly progress reports and other technical reports of the RYPIC - Mindanao in coordination with Project Staff, PTA IV and PTA III assigned in PTRI;
- Organize the conduct of weekly/monthly/quarterly meetings or as the need arises for the update on the project implementation;
- Coordinate with the Program Leader, Project Staff, and Two (2) Project Assistant II Deployed in SUCs and DOST Regional Office XII all the developments and concerns in the project implementation;
- Oversee the management of equipment deliveries, installation, commissioning, and testing of all equipment and accessories;
- Prepare procurement and provide a monthly inventory of raw materials, chemicals, and products produced relative to the project outputs;
- Control and consolidate all the documents inside the RYPIC-Mindanao facility relative to the project implementation;
- Attend the training/demonstration of all RYPIC-Mindanao machines and other auxiliaries;
- Perform other related duties/tasks that may be assigned.

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 relevant to the job
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:

- 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:

MERLITA R. ODI
Administrative Officer V and Office-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

Requesting Official:


JULIUS L. LEANO, 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