

**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
		Salary Grade:	SG-13
Place of Assignment:	DOST-PCIEERD GIA project entitled "IMPACT-Strengthening the DOST-PTRI's Technology Management System to Accelerate Technology Adoption"	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

26 FEB 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:

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

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JULIUS L. LEANO, JR., PhD
OIC, 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: **23 FEB 2023**