

**Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

NOTICE OF VACANCY

A notice is hereby given that the Senior Science Research Specialist (SG 19) position from the Research and Development Division - Natural Fiber Utilization Division (RDD-NFUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Senior Science Research Specialist	Item No.:	PTRIB-SRSRS-9-1998
		Salary Grade:	19
Place of Assignment:	Research and Development Division - Natural Fiber Utilization Division (RDD-NFUS)	Salary Rate:	₱51,357.00 /month Plus other benefits under RA 8439

Brief Description of Duties and Responsibilities:

1. Conceptualize, plan, organize and conduct activities of an R&D project or program - the R&D projects include topics related to textile polymers, nanotechnology, composites, textile machineries and other textile-related fields;
2. Prepare and publish technical and semi-technical articles; prepare and file intellectual property (IP) claim for technologies/products generated;
3. Undertake contract researches; render technical consultancies and services related to textile fibers and polymers, textile materials, nanotechnologies, and other related topics;
4. Prepare technical reports; respond and prepare correspondences and communication; prepare and facilitate forging agreements toward establishing linkages; oversee the management and maintenance of the Natural Fiber Utilization Section, laboratory, processing and analytical equipment; and
5. Perform other related activities including but not limited to the following:
 - Maintain ISO certification thru relevant assigned duties and responsibilities;
 - Oversee preventive maintenance of laboratory processing and analytical equipment;
 - Actively participate in assigned committees as a member or officer; and
 - Attend assigned and scheduled meetings, trainings, and events.

Minimum Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	2 years of relevant experience
Related Training:	8 hours of relevant training
Eligibility:	Career Service (Professional) / Second Level Eligibility

Preferred Qualifications:

Education:	Bachelor's degree in Chemistry, Chemical Engineering, Mechanical Engineering, Agricultural Engineering, Electrical Engineering and other related courses
Experience:	2 years of relevant experience
Related Training:	8 hours of relevant training
Eligibility:	Second Level Eligibility

Interested and qualified applicants should signify their interest in writing. Submit the following documents in PDF format (single file) arranged as enumerated to the address below not later than 15 AUG 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:

ROSE MARTHY B. ANGELES
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 2377 & 2378
Email address: recruitment@ptri.dost.gov.ph

Requesting Official:

JULIUS L. LEANO, JR., Ph.D
Director IV

The DOST-PTRI adheres to the existing general policy of *Equal Employment Opportunity Principle (EEO)*, *interested and qualified applicants regardless of age, sex, sexual orientation and gender identity, civil status, religion, political affiliation, including persons with disabilities (PWD) and members of the indigenous communities are encouraged to apply*. DOST-PTRI has the following available facilities like: 1. elevator and ramp 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 JUL 2023