

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant VI (SG-15) position from the Office of the Director -Technology Transfer, Information and Promotion Staff is vacant. The aforesaid position is proposed to be filled up immediately.

Postion Title:	Project Technical Assistant VI (Contract of Service)	Item No.:	N/A
Place of Assignment:	2023 GAA-Funded Project "Knowledge Transfer and Commercialization of PTRI Technologies"	Salary Grade:	SG-15
		Salary Rate:	PHP 43,943.00/month

Brief Description of Duties and Responsibilities:

1. Takes the lead in executing communications strategies;
2. Attends to the activities assigned by the head of the Agency in relation to the promotion of programs, projects, and services of the Institute;
3. Acts as media relation officer who handles coordination, and media promotion, and partipates in coordination meetings and activities organized by the partners;
4. Creates and edits communication materials(e.g. press releases, publications, social media posts)
5. Conducts research for the development of content including photos and videos;
6. Provides assistance in developing public relations and promotional materials including the creation and distribution programs;
7. Manages the internal and external activities and events including exhibitions, and networking events among others;
8. Tracks and reports the output, audience reach, and media exposure, and updates databses and media lists;
9. Perform administrative duties in support of the project and the team;
10. Perform other related duties that may be assigned by the Head, OD-TIPS

Minimum Qualifications:

Education:	Bachelor's degree
Experience:	1 yr of relevant experience
Related Training:	4 hrs of relevant training
Eligibility:	none required

Preferred Qualifications:

Education:	Bachelor's degree relevant to the job (Preferably Mass Communication/Journalism/Development Communication)
Experience:	1 yr of relevant experience
Related Training:	16 hrs of relevant training
Eligibility:	Career Service (Professional) - Second Level Eligibility

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

26 JUN 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. Peformance 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


JENNELTE E. CAYA
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: 23 JUN 2023