

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 Office of the Director -Technology Transfer, Information and Promotion Staff 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
		Salary Grade:	SG-14
Place of Assignment:	2023 GAA-Funded Project "Knowledge Transfer and Commercialization of PTRI Technologies"	Salary Rate:	PHP 40,612.00/month

Brief Description of Duties and Responsibilities:

1. Develop concepts, graphics, and layouts for the technology marketing collaterals, and rough drafts of IEC materials based on the agreed brief;
2. Takes the lead in conceptualization, coordination, and execution of Institutional technology exhibits;
3. Handles the development of public relations and promotional materials including the creation and distribution programs;
4. Provide inputs in drafting and execution of communication strategies;
5. Conducts research and draft articles for publication on the DOST-PTRI web pages;
6. Conducts updating DOST-PTRI's webpages, as needed;
7. Conducts facility tours and other promotional activities
8. Provide assistance in managing the PTRI textile storage including inventory system maintenance;
9. Tracks and reports the output, audience reach and engagement, and updates stakeholder's database
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 Marketing Development Communication)
Experience:	1 yr of relevant experience
Related Training:	8 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. 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


JENNELI 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.

23 JUN 2023

DATE POSTED: _____