

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 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:	Ilagan, Isabela - 2023 DOST-GIA Funded Project "Establishment of Regional Yarn Production and Innovation Center-Northern Luzon"	Salary Rate:	PHP 40,612.00/month

Brief Description of Duties and Responsibilities:

1. Act as the focal person for the RYPIC-NL project to project partners and stakeholders for all matters related to project implementation.
2. Coordinate with the Program Leader and Project Staff all the activities in the RYPIC-NL and the supply of materials from the Textile Fiber Innovation Hub.
3. Prepare weekly, monthly, and quarterly progress reports and other technical reports of the RYPIC-NL in coordination with Project Staff and Project Assistant IV assigned in PTRI.
4. Prepare and present weekly reports in accordance with the prescribed format
5. Coordinate with the Program Leader, Project Staff, and Two (2) Project Assistant I deployed in ISU and DOST Regional Office II all the developments and concerns in the project implementation
6. Oversee the management of equipment deliveries, installation, commissioning, and testing of all equipment and accessories
7. Prepare procurement and provide a monthly inventory of raw materials, chemicals, and products produced relative to the project outputs
8. Control and consolidate all the documents inside the RYPIC-NL facility relative to the project implementation
9. Attend the training/demonstration of all RYPIC-NL machines and other auxiliaries.
10. Attend the RYPIC-NL and PTRI in-house on the Basic Textile Technology Course
11. Perform other related functions that may be assigned

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
Experience:	1 yr of relevant experience
Related Training:	4 hrs of 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 **29 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:

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

Requesting Official:


JULIUS L. LEAÑO, 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:

26 JUN 2023