

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 Research and Development Division - Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	(2) Project Technical Assistant IV (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-13
Place of Assignment:	DOST-GIA Project: "Sustainable Textiles for the Community-based Philippine Footwear Industries (STEP-IN)" of the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS)	Salary Rate:	PHP 37,584.00/month

Brief Description of Duties and Responsibilities:

- Implement and conduct activities of the DOST-GIA funded project entitled "Sustainable Textiles for the Community-based Philippine Footwear Industries" according to the approved workplan
- Draft and submit technical paper/s in peer-reviewed/Scopus-indexed journals;
- Draft and submit Intellectual property claims to the Institute within the prescribed timeline;
- Draft and submit periodic (e.g. monthly, quarterly, terminal) project reports and all other necessary attachments in accordance to DOST-GIA formats within the prescribed timeline;
- Submission of weekly reports in accordance with the prescribed format on every last day of the work week;
- Initiate and facilitate dialogue with target partners;
- Draft and prepare MOA/MOU for stakeholders and partners
- Ensure timely submission of samples to third-party suppliers for other tests not available in the RDD
- Facilitate conduct of laboratory experiments/activities as required by the project on the prescribed timeline
- Identify and specify technical specifications of equipment, supplies, and materials as required by the project
- Conduct monthly/quarterly preventive maintenance of assigned equipment;
- Maintain documentation and data in a laboratory notebook/digital platform to be checked on a weekly bases and update digital copies of all data, results, and image
- Attend all project meetings and discussions as scheduled
- Maintain the upkeep of the assigned office and/or work station
- Provision of human resource and records management services
- Other tasks and assignments related to the program/project may be assigned.

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	BS Chemical Engineering or any related course/s
Experience:	None required
Related Training:	None required
Eligibility:	None required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than **30 JUN 2023**.

Documentary Requirements:

- Application letter;
- Comprehensive Resumé;
- 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;
- Authenticated/certified true copy of certificate of eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent;
- Potential Assessment Form (to be requested from the PTRI-HRRMS);
- Photocopy of Training Certificates;
- NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
- 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

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.

DATE POSTED: **27 JUN 2023**