

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 Section is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Assistant IV (Contract of Service)	Item No.:	RDD-GAA-20
		Salary Grade:	SG-13
Place of Assignment:	FRONTIER: Fostering the Revitalization of Nascent Textile Innovation Ecosystems in the Regions - Establishment of Natural Textile Fiber Innovation Hub	Salary Rate:	PHP 41,305.00 /month

Brief Description of Duties and Responsibilities:

1. Implement and conduct overall implementation of the project activities according to the approved workplan.
2. Oversee/monitor the activities of the other Project members and ensure timely and efficient facilitation of the project activities.
3. Draft and submit technical paper/s in peer-reviewed/Scopus-indexed journals.
4. Draft and submit Intellectual Property claims to the Institute within the prescribed timeline.
5. Conduct laboratory experiments/activities as required by the project on the prescribed timeline.
6. Draft and submit periodically (e.g. monthly, quarterly, terminal) project reports and all other necessary attachments in accordance with DOST-GAA formats within the prescribed timeline.
7. Submission of weekly reports in accordance with the prescribed format on every last day of the work week.
8. Ensure timely submission of samples to third-party suppliers for other tests not available in the RDD.
9. Initiate and facilitate dialogue, community communication and coordination, and other documentation in the designated/target regions.
10. Conduct training on and off-site in the identified/designated regions.
11. Conduct fiber-to-yarn processing of Natural Textile Fibers.
12. Identify and specify technical specifications of equipment, supplies, and materials as required by the project.
13. Conduct monthly/quarterly preventive maintenance of assigned equipment.
14. Maintain documentation and data in a laboratory notebook/digital platform to be checked on a weekly basis and update digital copy of all data, results, and images.
 1. Attend all project meetings and discussions as scheduled.
 2. Maintain the upkeep of the assigned office and/or laboratory facility.
 3. Draft and submit travel/training reports within the prescribed deadline.
 4. Maintain an organized and functional laboratory and office work areas.
 5. 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:	CS Professional (Second Level Eligibility)

Preferred Qualifications:

Education:	Bachelor's Degree in Chemical Engineering or any related courses relevant to the Job
Experience:	Preferably with at least three (3) months of experience in Fiber to Yarn Processing and Natural Textile Fiber Treatment
Related Training:	None required
Eligibility:	Career Service (Sub-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 **29 December 2024**:

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
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:

ROSE MARTHY B. ANGELES
Administrative Officer V
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

sgd
JULIUS L. LEANO, JR.
Director IV

Direct link: https://tinyurl.com/RDD-GAA-20	
<i>or Scan the QR Code:</i>	

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-Dec-24