

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant II (SG-11) position from the Research and Development Section is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Assistant II (Contract of Service)	Item No.:	RDD-GAA-29
Place of Assignment:	FRONTIER: Fostering the Revitalization of Nascent Textile Innovation Ecosystems in the Regions - Stakeholders and Conferences	Salary Grade:	SG-11
		Salary Rate:	PHP 36,029.00 /month

Brief Description of Duties and Responsibilities:

- Takes care of communication-related aspects of the Research and Development initiative such as drafting office correspondence for internal and external clients;
- Prepare, edit, and assist in reports, memos, and press releases, and other written documents;
- Assist in coordination requirements, meetings and engagement with partner agencies and stakeholders;
- Handles linkages with industry and partners; liaises with various groups for different activities;
- Serve as the primary point of contact for media inquiries and interview requests, ensuring timely and accurate responses.
- Preparation and compliance of R&D initiative reports in coordination with the technical team for submission to concerned offices (internal and external)
- Attend all project meetings and discussion as scheduled
- Preparation and keeping record/s of minutes of the meeting and/or highlights of team meetings
- Assist in other related tasks and participate in events of the R&D initiative
- Submission of weekly progress report every last working day of the week.
- 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 of Science in Development Communication, Mass Communication or any Communication related field
Experience:	1 year of relevant experience
Related Training:	8 hours of relevant training
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 **30 December 2024**:

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
- 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:

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
Email address: cosrecruitment.dostptri@gmail.com

sgd
JULIUS L. LEANO, JR.
Director IV

Direct link:	
https://tinyurl.com/RDD-GAA-29	
<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: 27-Dec-24