

**Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant I (SG-10) position from the Office of the Director - Technology Transfer, Information and Promotion Staff (OD-TTIPS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Assistant I (Social Technologist Officer) (Contract of Service)	Item No.:	RDD-GAA-31
		Salary Grade:	SG-10
Place of Assignment:	Creativity and Equity Through Textile Technology Engagement and Entrepreneurship for Vulnerable Sectors (CREATTEEVS)	Salary Rate:	PHP 30,703.00/month

Brief Description of Duties and Responsibilities:

1. Implement and conduct project activities according to the approved work plan ;
2. Work closely with individuals and families of the project beneficiaries to review the needs and make support plans;
3. Maintain records, and write reports of activities and cases relating to the engagement with the project beneficiaries;
4. Assists with the project monitoring and evaluation of the project activities;
5. Take charge of the monitoring of project financial and fund utilization;
6. Organize and facilitate the meeting with the team and stakeholders following the approved schedules;
7. Assists with the facilitation of the project documentation;
8. Assists the project leader for product development, strategies, and business development with the project beneficiaries;
9. Performs other tasks that the Project Leader may assign.

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	None required
Related Training:	None required
Eligibility:	CSC Professional/ Second Level Eligibility

Preferred Qualifications:

Education:	Bachelor's Degree relevant to the job (Preferably BS in Social Work, BS in Psychology)
Experience:	Must have at least one (1) year of experience relevant to the job
Related Training:	Must have at least 4 hours of relevant training
Eligibility:	CSC 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 Dec 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 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:

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. LEAÑO, JR.

Director IV

<p>Direct link:</p> <p>https://tinyurl.com/RDD-GAA-31</p> <p>or Scan the QR Code:</p>	
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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 2024