

**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 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 V (Technology Social Marketing Officer) (Contract of Service)	Item No.:	TIPS-GAA-07
Place of Assignment:	DOST-PTRI GAA : Textile Knowledge Management	Salary Grade:	SG-14
		Salary Rate:	PHP 44,429.00/month

Brief Description of Duties and Responsibilities:

1. Generate content for technology promotion and marketing collaterals, and rough drafts of IEC materials based on the agreed technology brief;
2. Takes the lead in the conceptualization, coordination, and execution of Institutional technology exhibits;
3. Handles the development of public relations and promotional materials including the creation and distribution programs;
4. Provide inputs in drafting and execution of marketing strategies;
5. Conduct research and draft technology-related information for publication on the DOST-PTRI web pages;
6. Coordinate with the OD-PICTS for the updating of the technology transfer section on the DOST-PTRI's web page;
7. Conducts facility tours and other promotional activities;
8. Assist in managing the PTRI textile storage including inventory system maintenance;
9. Tracks and reports the output, audience reach, and engagement, and updates stakeholders' database;
10. Performs other related duties as may be assigned by the Project Leader.

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	One (1) year of relevant experience
Related Training:	Four (4) hours of relevant training
Eligibility:	CSC Professional/ Second Level

Preferred Qualifications:

Education:	Bachelor's Degree relevant to the job (preferably Marketing, Development Communication)
Experience:	Must have at least one (1) year of experience relevant to the job;
Related Training:	Must have at least eight (8) hours of relevant training;
Eligibility:	CSC Professional/ Second Level

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: https://bit.ly/TIPS-GAA-07</p> <p align="center">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-24