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 Office of the Director - Technology Transfer, Information and Promotion Staff (OD-TTIPS) is vacant. The aforesaid position is proposed to be filled up immediately.

Postion Title:	**Project Technical Assistant II (Strategic Linkages Assistant) (Contract of Service)**	Item No.:	**TIPS-GAA-12**
		Salary Grade:	**SG-11**
Place of Assignment:	**DOST-PTRI GAA : Strategic Linkages and Collaboration**	Salary Rate:	**PHP 36,029.00/month**

Brief Description of Duties and Responsbilities:

1. Develop and implement linkages support programs, projects, and activities to promote stakeholder engagement and find opportunities for partnership and collaboration;
2. Act as the liaison officer of the Institute and handle coordination with stakeholders,
3. Organize and facilitate activities, such as innovation dialogues, conferences, congress, etc. to engage stakeholders, and work with teams for the conduct of such activities;
4. Draft correspondences, agreements, and other pertinent documents related to linkages;
5. Provides support to the Head, OD-TIPS for all matters about the potential and existing partnerships and collaborations;
6. Conduct monitoring, reporting, and evaluation of stakeholder engagements;
7. Maintain stakeholders' database;
8. Maintain and update the institutional calendar of activities;
9. Performs other related duties as may be assigned by the Head, OD- TIPS.

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 Management-related courses)**
Experience:	**Must have at least one (1) year of experience relevant to the job;**
Related Training:	**Must have at least 8 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. Peformance Evalutation 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   **Sgd JULIUS L. LEAÑO, JR.**
Administrative Officer V   Director IV
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

Direct link:	
https://tinyurl.com/TIPS-GAA-12	
or Scan the QR Code:	

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**