JOB OPPORTUNITY

Position Title:	**Project Technical Assistant IV**	Position Code:	**RDD-DG4- 01**
Place of Assignment:	**Research and Development Division - Natural Fiber Utilization Section (RDD - NFUS)**	Salary Grade:	**SG-13**
		Salary Rate:	**P41,305.00**
Project Title:	**DigiTELAzation: Intelligent Solutions on Sustaining the Philippine Handloom Weaving Industry**		

Brief Description of Duties and Responsibilities

1. Implement and conduct project activities according to the approved workplan.
2. Draft and submit technical paper/s in peer-reviewed/Scopus-indexed journals.
3. Draft and submit Intellectual property claims to the Institute within the prescribed timeline.
4. Draft and submit periodic (e.g. monthly, quarterly, terminal) project reports and all other necessary attachments in accordance to DOST-GIA formats within the prescribed timeline.
5. Draft and prepare MOA/MOU for stakeholders and partners.
6. Initiate and facilitate dialogue with target partners.
7. Maintain the upkeep of the assigned office and/or laboratory facility.
8. 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.
9. Draft and submit travel/training reports within the prescribed deadline.
10. Identify and specify technical specifications of equipment, supplies, and materials as required by the project.
11. Attend all project meetings and discussion as scheduled.
12. Conduct monthly/quarterly preventive maintenance of assigned equipment.
13. Submission of weekly reports in accordance with the prescribed format on every last day of the work week.
14. Other tasks and assignments related to the program/project as may be assigned.

Minimum Qualifications:

Education:	**Bachelor's Degree**
Experience:	**None required**
Related Training:	**None required**
Eligibility:	**None required**

Preferred Qualifications:

Education:	**Bachelor of Science Degree in Computer Engineering or any related course/s**
Experience:	**Preferably with emphasis on machine learning and blockchain technologies**
Related Training:	**None required**
Eligibility:	**None required**

Documentary Requirements

1. Application Letter;
2. Comprehensive Resume;
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 eligibility/ratings/license;
5. Photocopy of Transcript of Records & Diploma;
6. Performance Evaluation Rating in the last 2 rating periods or its equivalent, (if any);
7. Photocopy of Training Certificates;
8. NBI Clearance (if applicant is recommended to the position); and
9. Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

DATE POSTED: 17 July 2025

DEADLINE OF SUBMISSION: 27 July 2025

Direct Link:
https://hrms.dost-ptri.com/67/RDD-DG4-%2001
or Scan the QR Code:

All interested and qualified applicants are required to express their intent in writing and submit the necessary documents via the DOST-PTRI Human Resource Management System https://hrms.dost-ptri.com/. Please note that applications not submitted through the DOST-PTRI HRMS will not be processed.

The DOST-PTRI adheres to the existing general policy of no discrimination in the selection of employee/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.