

For Immediate Hiring

Emerging Technology Development Division (ETDD) of the Philippine Council for Industry, Energy, Emerging Technology Research, and Development (PCIEERD) is looking for a result driven, analytical, detail oriented and resourceful individual to fill the vacancy for the SRSI.

Science Research Specialist I Contractual (P29,068.80/m) SG 13

Qualification:

- CSC Eligibility- Professional or PRC Registered;
- Must be a graduate of bachelor's degree in Natural/ Physical Science, Computer Science, Computer and Business Management related courses;
- At least 1 years experience in project management is an advantage;
- At least 8 hours of relevant training;
- Knowledgeable in basic book keeping, recording and filing;
- Able to multi-task and work under pressure with minimum supervision;
- Must be team-player, good working attitude, commitment and dedication;
- Proficient in computer office applications (presentation preparation, spreadsheets, MS word)

Job Description:

- Makes initial evaluation of R&D proposals submitted for funding under the Emerging Technology Development Division (ETDD);
- Process the submitted R&D proposals for further evaluation and approval by the Technical Panel and Governing Council (GC);
- Monitors the implementation of Emerging Technology Development Division (ETDD) R&D programs and projects;
- Provides technical and administrative support to PCIEERD funded projects under the Emerging Technology Development Division (ETDD) R&D programs which includes evaluation and recommendations on requests for budget realignment, extension and other requests by project leaders;
- Prepares necessary working documents, materials, and the like needed in the conduct of the Technical Panel Meetings; and
- Documentation of meetings and workshops.

PCIEERD encourages interested applicants including persons with disability, members of the indigenous communities and any sexual orientation and gender identities to submit their *application letter, resume or PDS and other relevant documents* to pcieerdhr02@gmail.com on or before **November 18, 2018**. Please indicate the position (SRSI) and division (ETDD) as the subject of your email. Qualified applicants will be contacted, so please check your e-mail and keep your lines open.