

For Immediate Hiring

Policy Coordination and Monitoring Division (PCMD) 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 SRA.

Science Research Analyst Contractual (P24,214.80/m) SG 11

Qualification:

- Must be a graduate of bachelor's degree in Information Technology, Computer Science, Public Management or related fields;
- Experience in Management Systems with IT- related work is an advantage;
- Proficient in written and oral communication;
- Knowledgeable in basic book keeping, events documentation 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:

- Provide assistance in the implementation of PCIEERD Management Systems' program and activities;
- Assists in the review and updating of internal policies and business processes related to management systems;
- Assists in the preparation of reports related to management system requirements
- Performs other functions that may be assigned from time to time.

Interested applicants must submit their *application letter, resume or PDS and other relevant documents* to pcieerdhr02@gmail.com on or before **September 9, 2018**. Please indicate the position (SRA) and division (PCMD) as the subject of your email. Qualified applicants will be contacted, so please check your e-mail and keep your lines open.