



For Immediate Hiring

The **Research Information and Technology Transfer Division (RITTD)** 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:

Science Research Specialist II (Permanent)
PCIEERDB-SRAS2-18-2010
SG 16 – Php 39,672.00/mo

Qualification:

- Civil Service Professional Eligible or PRC Registered Professional;
- BS degree holder in Science and Engineering preferably Chemical or Mechanical Engineering graduates;
- Preferably with at least 40 hours relevant training in Intellectual Property (IP) AND Basic Entrepreneurship or Business Incubation;
- Preferably with at least 2 years relevant experience in industry OR business related fields;
- Preferably with at least 2 years experience in project management;
- Experience in market and technology evaluation is an advantage;
- Experience in event moderation, presentation and event management is an advantage;
- Analytical thinker and systematic worker;
- Possesses good writing and communication skills;
- Knowledgeable in presentation preparations, spreadsheets, databases, data mining;
- Informed on relevant laws such as RA 10055, RA 11337 and other technology related laws.

Job Description:

- Assists the SR SRS in providing Intellectual property assistance for universities Provides technical leadership and assistance to teammates through coaching and mentorship;
- Assists the Sr SRS in designing and monitoring spin-off projects of PCIEERD-funded technologies for at least 3 spin-offs per year;
- Provides assistance to universities on technology transfer and intellectual property issues;
- Assists research teams on technology transfer, licensing and spinning off;
- Conducts market and technology evaluation of publicly funded research;
- Performs event moderation, presentation and event management;
- Manages at least 5 projects per personnel per year;
- Coordinates with assigned TTOs/ TBIs and research teams for the call, evaluation, monitoring and assessment of technology transfer proposals and projects;
- Facilitate and lead the project monitoring of all ongoing projects; and
- Performs other duties of a regular or special nature as assigned.

Competencies:

- **Core Competencies:** Delivering Service Excellence; Promotion Innovation; Exemplifying Integrity;
- **Functional Competencies:** Planning, Organizing and Programming; Building Collaborative Working Relationships; Communicating Effectively; Managing Records and Information; Analytical Thinking and Decision Making.
- **Technical Competencies:** Policy Development and Research Review; Project & Program Development Management; Project Viability and Sustainability; Applying Technical Expertise; IT Resource Management; Risk Assessment.

PCIEERD encourages interested applicants including persons with disability (PWD), members of the indigenous communities and any sexual orientation and gender identities to submit scanned/soft copies of the following documents to hr@pcieerd.dost.gov.ph on or before **January 20, 2024;**

- Fully accomplished Personal Data Sheet (PDS; CSC Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- Performance rating in the last rating period;
- Certificate of Eligibility/rating/license;
- Transcript of Records and Diploma;
- Summary of trainings/seminars/workshops attended;
- Updated Resume; and
- Application Letter addressed to:

DR. ENRICO C. PARINGIT

Executive Director

Please indicate the position (**Science Research Specialist II**) and division (**RITTD**) as the subject of your email. Qualified applicants will be contacted, so please check your e-mail and keep your lines open. Please also note that ***applications with incomplete documents will not be processed.***