



## For Immediate Hiring

The **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:

**Science Research Specialist I (Permanent)**  
**PCIEERDB-SRAS1-16-2010**  
**SG 13 – Php 31,320.00/mo**

**Qualification:**

- Bachelors degree holder in Natural/Physical Science and Engineering courses;
- Proficient in communication, computer applications and systems,
- Knowledgeable in project management and coordination of multiple/multi-disciplinary projects;
- Able to multi-task and work under pressure with minimum supervision;
- With at least one year job experience as a project manager or research staff;

**Job Description:**

- Under general supervision, provides technical support to the Senior SRS in the management, coordination of programs/projects, and relevant activities on ICT and Electronics Sectors;
- Conducts initial interview and coordinates evaluation of the proposals under the sector at various stages including PCIEERD Management team, Technical Panel, Governing Council, and DOST EXECOM (if DOST-funded);
- Monitors and evaluates progress and prepare status reports of new, on-going, and completed programs, projects, and activities;
- Performs critical administrative functions for the sector and division as may be required, such as but not limited to providing inputs to financial requirements, roadmapping, planning of activities, coordination with stakeholders, providing comments to policies and reports, among others;
- Prepares cash program, BP 202, communications, technical reports and presentations, as necessary;
- Provides team leadership as may be assigned in projects and other internal research activities including stakeholders consultation, roadmapping, sectoral planning, among others;
- Organize meetings, seminars, symposia and other structured gatherings related to ICT and electronics and other related areas of concern; 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](mailto:hr@pcieerd.dost.gov.ph) on or before **July 1, 2024**;

- Fully accomplished Personal Data Sheet (PDS; CSC Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- (2) Performance ratings 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 I**) 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. Please also note that ***applications with incomplete documents will not be processed.***