



For Immediate Hiring

The **Energy and Utilities Systems Technology Development Division (EUSTDD)** 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:

Project Technical Assistant IV
Contract of Service
SG 13 – Php 37,584.00/mo

Qualification:

- Must be a graduate of Bachelor's degree in Accountancy, Financial Management, Banking and Finance, or other related course;
- Knowledge in government accounting is an advantage;
- With high numerical aptitude;
- With good decision-making and analytical thinking skills;
- With excellent oral and written communication skills;
- With strong work ethic and positive attitude;
- Must be coachable, a team-player, and can work under pressure with minimum supervision;
- With knowledge in computer applications (Excel, Word, PowerPoint, Access).

Job Description:

- Assists in GIA project monitoring of releases and facilitates submission of FRs and other financial documents/liquidation of GIA projects;
- Reviews submitted FRs required for renewal and review Y2 LIB for PCIEERD GIA;
- Reviews submitted FRs required by DOST-SPD for the preparation of Y2 conforme and release of funds;
- Prepares request for check payment for release of funds and update the EUSTDD Cash program;
- Monitors the division IC utilization;
- Assists in monitoring the PCIEERD Financial Monitoring Systems (FMIS) regarding inputs made by the project leaders on actual disbursements;
- Recommends subsequent releases as necessary;
- Prepares and updates the division cash program;
- Assists in the preparation of purchase request;
- Performs other duties and functions that will be assigned from time to time.

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; IP Management.

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 26, 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, if applicable;
- 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, division, and posting number (**PTA IV - EUSTDD-04-24**) as the subject of your email. Qualified applicants will be contacted, so please check your e-mail, and keep your lines open. ***Applications with incomplete documents will not be processed.***