



## For Immediate Hiring

The **Finance and Administrative Division (FAD)** 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 Administrative Aide III**  
**Contract of Service**  
**SG 6 – Php 21,064.00/mo**

### Qualifications:

- Must be at least a high school graduate;
- With at least one (1) year of relevant experience;
- Has good communication skills, both oral and written;
- Must be experienced in handling air conditioning, plumbing, and electrical repairs;
- Preferably with NC II certification.

### Job Description:

- Upon instruction of the Facility Engineer, will take charge of the overall maintenance of the office/building, infrastructure, and spaces;
- Initiates minor repair and maintenance;
- Requests the necessary supplies, equipment, and other requirements for building maintenance;
- Assists in the Procurement Management Section in the canvassing of prices and procurement of supplies and materials needed for equipment, building, and facility repairs and maintenance;
- Provides administrative assistance;
- 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:** Finance and Admin.



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 **February 6, 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);
- 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 (**PAA III – FAD-06-24**) 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.***