



For Immediate Hiring

The **Industrial Technology Development Division (ITDD)** of the Philippine Council for Industry, Energy and 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 Assistant II **Contract of Service** **SG 11 – Php 32,400.00/mo**

Qualifications:

- Must be a graduate of Bachelor of Science in Management, Accountancy, and/or other related courses;
- Preferably with at least one (1) year of job experience in project financial management;
- Proficient in computer applications and information systems such as, but not limited to, the electronic National Government Accounting System (Engas), Microsoft Excel, etc.
- Able to multi-task and work under pressure with minimum supervision;
- Can deliver outputs for assigned financial tasks within a given time frame or earlier;
- A team player who is highly organized and has good coordination skills.

Job Description:

- Check the completeness and accuracy of the submitted financial report with ROCI, ROD, and summary of expenses and accounts payable for all DOST-GIA-funded projects to ensure the utilization of each project;
- Verify entries in ROCI, ROD, and summary of expenses;
- Check in TRACE to assist FM in accessing FRs;
- Assist in updating the important project data in the excel file for budget utilization, such as the active period, changes in budget items if any, etc;
- Assist in updating ITDD's indirect cost in the PMIS in coordination with FAD;
- Monitor the charging of a specific line-item budget of ITDD indirect costs;
- Maintain and monitor financial records, files, and other records pertaining to the division;
- Assist in the preparation of the PPMP;



- Assist in verifying the list of EO assigned to the ITDD c/o property section (checking or preparing the division master list);
- Assist in reviewing official receipts of NGOs/POs funded projects for DOST-GIA and PCIEERD-GIA subject to liquidation;
- Performs other tasks or related functions 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.

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 **February 13, 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 (**PAA II - ITDD-07-24**) 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.**