



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

Qualifications:

- Must be a BS Degree Holder in Management/Office Administration and/or BA Arts in Mass Communication;
- Experience in record-keeping is an advantage;
- Must have effective organizational skills, excellent communication, and interpersonal skills;
- Must know how to use in computer office applications presentation preparation, spreadsheets, and MS Word;
- With excellent oral and written communication skills;
- Must be coachable, a team player, and can work under pressure with minimum supervision;

Job Description:

- Provides administrative support in the division;
- Collects and delivers intra- and inter-office correspondence and documents;
- Assists in providing technical assistance in the documentation of the project;
- Arranges meetings, prepares minutes, and documents the project and division activities;
- Sorts and files document and keeps records of the EUSTDD in accordance with ISO standards;
- Provides assistance to S&T Fellows;
- Facilitate Local and Foreign Travel Document/Arrangements;
- Attends and handles inquiries, complaints, and requests from internal and external clients;
- Prepares a cash advance or reimbursement;
- 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 **March 08, 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-14-24**) 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.**