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 Science and Engineering or in any field of specialization of Naval Architect and Marine Engineering (NAME);
- Experience in record-keeping is an advantage;
- Civil Service Eligible – Professional or PRC Registered;
- 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;
- Knowledgeable in the preparation of presentations, spreadsheets, databases, and data mining;
- Must be a team player, have a good working attitude, commitment, and dedication, and can work with minimum supervision.

Job Description:

- Maintains and updates the internal division database for analysis;
- Provides technical assistance and administrative support for the evaluation of proposals under the EUSTDD;
- Provides technical assistance and administrative support in the monitoring and implementation of projects supervised or sponsored by the PCIEERD-DOST;
- Assist in the conceptualization and formulation of policies, strategies, plans, and programs and the identification of priority projects under the sector;
- Arranges meetings, prepares minutes, and documents the project/Division activities;
- Sorts and files documents and keeps records of the EUSTDD in accordance with ISO standards;

Postal Address: Philippine Council for Industry, Energy, and Emerging
Technology Research and Development (DOST-PCIEERD)
4th and 5th Level Science Heritage Bldg., Science Community Complex,
Gen. Santos Avenue, Bicutan,Taguig City 1631, Philippines

Website: https://pcieerd.dost.gov.ph/
Email: pcieerd@pcieerd.dost.gov.ph

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
PHILIPPINE COUNCIL FOR INDUSTRY, ENERGY AND EMERGING TECHNOLOGY RESEARCH AND DEVELOPMENT

BAGONG PILIPINAS

- 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 **April 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-15-24)** 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.***

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