



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

Qualifications:

- Must be a graduate of bachelor's degree in Natural/Physical Sciences/ Environmental Science/Engineering and/or other related courses;
- With at least one (1) year of relevant experience in environment-related R&D;
- With at least four (4) hours of relevant training;
- Preferably with experience in R&D project management;
- Excellent interpersonal, communication, and coordination skills;
- Must be a team player with a good working attitude, commitment, and dedication;
- Knowledgeable in the preparation of presentations, spreadsheets, databases, and data mining;
- Able to multi-task, results-oriented, resourceful, and can work under pressure with minimum supervision.

Job Description:

- Responsible for the technical evaluation of proposals, monitoring, evaluation, and assessment of projects and programs under the Environment sector;
- Assists in the formulation and updating of sectoral roadmaps/action plans for the Environment sector;
- Assists in the coordination with researchers and stakeholders in the conceptualization of projects under the Environment sector;
- 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.

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 - ITDD-16-24**) 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.***