For Immediate Hiring

The ***Emerging Technology Development Division (ETDD)*** 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 BS degree holder in Information Technology, Computer Science, Engineering and related courses;
- Knowledgeable in business communications, project management, financial management;
- Preferably with at least one (1) year of relevant experience;
- With superior written and oral communication skills;
- Must be a team player with a good working attitude, commitment, and dedication;
- Results-oriented, able to multi-task, and work under pressure with minimum supervision;

Job Description:

- Under general supervision, shall assist the Senior SRS in the management, coordination of programs / projects, and relevant activities on ICT / Electronics / Artificial Intelligence/ Creative Industries / Industry 4.0 / Smart Cities;
- Conducts an initial review and coordinates evaluation of the proposals under the sector at various stages, including the PCIEERD Management team, Technical Panel, Governing Council, and DOST EXECOM (if DOST-funded);
- Monitors and evaluates progress and prepares status reports of new, ongoing, and completed programs, projects, and activities;
- Performs critical administrative functions for the sector and division as may be required, such as but not limited to providing inputs to financial requirements, planning activities, and coordination with stakeholders, among others;
- Prepares the cash program and generates BP202, technical reports, and presentations as necessary;

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

BAGONG PILIPINAS

- Provides assistance to the team as may be assigned in projects and other internal research activities, including stakeholder consultation, roadmapping, and sectoral planning, among others;
- Attends meetings, seminars, symposia, and other structured gatherings related to the sector and S&T; and
- Performs other functions 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 **April 28, 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 - ETDD-26-24)** 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.***

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