



For Immediate Hiring

The ***Human Resources and Institution Development Division (HRIDD)*** 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 any Science, Engineering or any other related courses;
- Must be Civil Service Eligible - Professional or PRC Registered;
- Preferably with at least one (1) year of relevant experience in project management (proposal formulation, proposal evaluation & project monitoring) and at least eight (8) hours of relevant training;
- Must be adept in business communications and in drafting presentations/IEC materials;
- Must have superior written and oral communication skills;
- Knowledge/experience in database management, data science/analytics, government procurement, financial management and R&D laboratory/institutional facilities operations/management is an advantage;
- Must be a team player with a good working attitude, commitment, and dedication;
- Able to multi-task and work under pressure with minimum supervision.

Job Description:

- Provides technical and administrative assistance in the monitoring and evaluation of projects/proposals under the Human Resources and Institution Development;
- Gathers relevant data, prepares internal and external reports and necessary documentations in the conduct of monitoring and evaluation activities;
- Provides administrative and technical support in the conduct of activities, meetings, among others;
- Performs other tasks/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 **May 24, 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 - HRIDD-31-24**) as the subject of your email. e-mail applicants will be contacted, so please check your e-mail, and keep your lines open. **Applications with incomplete documents will not be processed.**