



## For Immediate Hiring

The **Research Information and Technology Transfer Division (RITTD)** 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 Administrative Aide VI**  
**Contract of Service**  
**SG 9 – Php 25,355.00/mo**

### Qualifications:

- A BS degree holder in Office Management and/or other related fields;
- Preferably with at least four (4) hours of relevant training;
- Preferably with at least one (1) year of relevant experience;
- Possesses excellent writing and communication skills;
- Knowledgeable in computer office applications (presentations, spreadsheets, databases, and data mining).

### Job Description:

- Provides administrative support to the Division Chief and other units of the division;
- Collects and delivers intra- and inter-office correspondence and documents;
- Assists in providing technical assistance in the documentation of the projects;
- Arranges meetings and prepares minutes and documentation of the project/division activities;
- Sorts, files, documents, and keeps records of the division in accordance with the ISO standards;
- Performs other duties 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](mailto:hr@pcieerd.dost.gov.ph) on or before **July 20, 2024.**

- Fully accomplished Personal Data Sheet (PDS; CSC Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://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 (**PA Aide VI - RITTD-35-24**) 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.***