



## For Immediate Hiring

The ***Policy Coordination and Monitoring Division (PCMD)*** 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 Specialist I**  
**Contract of Service**  
**SG 16 (Php 47,606.00/mo)**

### Qualifications:

- Must be a BS degree holder in Computer Science, Information Technology, Information Management, Business Management, Public Management or other related courses;
- Competence in ISO 9001:2015 and ISO 27001 is a must;
- With at least one (1) year of relevant experience; Experience in Information Security Management Systems (ISMS) is an advantage;
- With at least eight (8) hours of relevant training;
- Experience in drafting internal policies, guidelines, protocols, procedures, and processes;
- Excellent interpersonal, communication, and coordination skills;
- Knowledgeable in preparation of presentation, spreadsheet, databases, data mining;
- Able to multi-task, results-oriented, resourceful, and can work with minimum supervision;
- Must be a team player with good working attitude, commitment, and dedication.

### Job Description:

- Assists in the implementation of the Total Quality Management (TQM) program and initiatives of the Council;
- Assists in the implementation of Information Security Management System (ISMS) initiatives of the Council such as the drafting of manuals and policies, ISMS certification, and monitoring of compliance in accordance with ISO 27001 standards;
- Manages and maintains risks related to the implementation of Information Security Management System;
- Coordinates with ISMS Technical Working Group (TWG) on ISMS-related activities including training and deployment;
- Assists in the conceptualization, planning, and implementation of the Council's ISO 9001 compliance, PQA certification, Knowledge Management (KM);
- 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; Performance Management; Project Viability and Sustainability; Applying Technical Expertise; IT Resource Management; Risk Assessment.

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 **May 24, 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 (**PTS I – PCMD-32-24**) 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.***