



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 Assistant IV
Contract of Service
SG 13 (Php 37,584.00/mo)

Qualifications:

- Graduate of Bachelor of Science degrees; Bachelor of Library and Information Science or other related courses;
- With at least one (1) year of relevant experience in data analytics and project management;
- With at least four (4) hours of relevant training;
- Excellent interpersonal, communication, and coordination skills;
- Able to multi-task, results-oriented, resourceful, and can work with minimum supervision;
- Proficiency in oral and written communication;
- Must be a team player with good working attitude, commitment, and dedication;
- Knowledgeable in the preparation of presentations, spreadsheets, databases, and data mining.

Job Description:

- Assists in the Project Leader of the DOST GIA Project “Enhancing Competence of Researchers Through DOST Provision of Database Subscription of Peer-Reviewed Journals and Global Research Performance Data and Analytics” by working closely with the monitoring and cooperating agencies;
- Generates status and performance reports on research in specific fields required by DOST and its partner institutions, using data from online journal publications;
- Prepares reports and ensures compliance with reportorial requirements related to the project;
- Provides administrative support, including coordinating and participating in relevant training/workshop/meetings of the project;
- Collects data and prepares reports related to the performance of the project as may be required from time to time;
- Attends meetings, workshops, and other relevant gatherings related to the project;
- Documents activities, including preparation of minutes of meeting; prepares correspondences and other relevant materials;
- Performs other duties 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; 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 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;
- 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 – PCMD-36-24**) 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.***