



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:

- Must be a BS degree holder in Industrial Engineering, Statistics, Economics, or Business Administration/Management or any related courses;
- With work experience in an ISO 9001:2015-certified organization;
- Preferably with at least one (1) year of relevant experience in project and financial management, government procurement and records management;
- Knowledge/ experience in database management, data mining and analytics;
- Knowledgeable on the use of computer applications (i.e., Microsoft Office or its equivalent);
- Knowledgeable in drafting policies, guidelines, presentations and reports;
- Must have superior written and oral communication skills;
- With good decision making and analytical thinking skills;
- Able to multi-task, results-oriented, resourceful, and can work with minimum supervision;
- Must have a good working attitude and a team player.

Job Description:

- Assists in the implementation of the Total Quality Management (TQM) program and initiatives of the Council;
- Assists in the implementation of Quality Management System (QMS) of the Council, such as risk management, drafting of internal policies, guidelines, and protocols/procedures;
- Provides technical and administrative assistance in the implementation of the Council's QMS, Information Security Management System (ISMS), and Integrated Knowledge Management System (IKMS) including development/enhancement of TQM information systems;
- Provides technical assistance to the Internal Quality Audit (IQA) of the Council such as preparation of reports and analysis, monitoring of corrections and corrective actions of non-conformances and opportunities for improvement in accordance with ISO 9001 standards;
- Manages TQM funds and report status of utilization in the division monthly meetings.
- 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 on or before **July 26, 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-38-24**) 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.***