For Immediate Hiring

The ***Industrial Technology Development Division (ITDD)*** 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 – 37,584.00/mo

Qualification:

- Must be a graduate of bachelor's degree in Chemistry or other related courses;
- Preferably with at least one (1) year of relevant experience in any of the following sectors related to R&D (textile, agro-industrial, natural products, manufacturing);
- Preferably with at least four (4) hours of relevant training;
- Preferably with experience in R&D project management;
- Must be a team player with good working attitude, demonstrate commitment and dedication;
- Knowledgeable in preparation of presentation, spreadsheet, databases, data mining;
- Able to multi-task, results-oriented, resourceful and can work with minimum supervision.

Job Description:

- Responsible for the technical evaluation of proposals, monitoring, evaluation, and assessment of projects and programs under the Process sector;
- Assists in the formulation and updating of sectoral roadmaps/action plans for the Process sector;
- Assists in coordination with researchers and stakeholders in conceptualization of projects under the Process sector;
- Performs other duties and functions that will be 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; Project Viability and Sustainability; Applying Technical Expertise; IP Management.

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 16, 2023;**

- 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- ITDD-31-23)** as the subject of your email. Qualified applicants will be contacted, so please check your e-mail and keep your lines open. Please also note that ***applications with incomplete documents will not be processed.***