

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Officer V (SG-24) position of the Technical Services Division is vacant. The aforesaid position is proposed to filled up immediately.

Position Title : Project Officer V
Item No. : Contractual Position
Salary Grade : SG-24
Salary rate : 104,090.40/month

Qualification Requirements:

Education : Master's Degree completion
Experience : 4 years of relevant experience (involving management and supervision)
Related Training : 24 hours of training in management and ISO 17025:2017
Eligibility : None required
Place of Assignment : DOST-GIA project "Establishment of DOST-PTRI Medical Textile Testing Center" - Technical Services Division

Brief Description of Duties and Responsibilities:

1. Provide technical assistance and administrative support to the project team in attaining the project deliverables and in performing activities according to the project work plan;
2. Spearhead the review of the project's targets and deliverables including catch up plans (financial and procurement plans) and recommend implementation of necessary actions to fast-track budget utilization and procurement;
3. Review project financial and progress documents;
4. Develop monitoring scheme on activities related to the procurement of project equipment, supplies, consumables and other items;
5. Determine and recommend fees and charges for new tests to be offered;
6. Facilitate the linkages with potential partner agencies/institutions for the crafting of Memoranda of Understanding or Agreement;
7. Initiate the preparation of communication plan for the project's accomplishments in coordination with the PTRI-Technology, Transfer, Information and Promotion Staff;
8. Perform other related tasks as may be necessary.

Remarks:

1. Project Management Skills - preferably with 5-year experience as a Project Leader/Project Coordinator.
2. Preferably with advance knowledge in Government Procurement, Laboratory Management, ISO 17025:2017, Physical and Chemical Testing and Evaluation of Textiles and Related Products (Including Medical Textiles), Financial Management, and Technical Writing
3. Computer Literate
4. Preferably with RA 1080 (preferably Chemical Engineer or Chemist)

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application and send to the address below not later than 25 SEP 2021.

Documentary Requirements:

1. Application letter;
2. Comprehensive Resumé;
3. Fully accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph with recent 2 pcs. passport size picture with signature over handwritten name;
4. Photocopy of certificate of eligibility/ratings/license (submit authenticated copy upon the date of interview);
5. Photocopy of Transcript of Records & Diploma (Certified true copy);
6. Performance Evaluation Rating in the 2 rating periods or its equivalent;
7. Potential Assessment Form (to be requested at the PTRI-HRRMS);
8. Photocopy of Training Certificates (submit certified true copy upon date of interview);
9. NBI Clearance (if not available, submit the online booking slip upon the date of pre-qualifying examination); and
10. Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Requesting Official:


CELIA B. ELUMBA
Director IV

Please forward all applications to:

CORAZON I. TAPULGO
Chief, Finance and Administrative Division and
Chairperson, PTRI Human Resource Merit
Promotion and Selection Board (PTRI-HRMP SB)
PHILIPPINE TEXTILE RESEARCH INSTITUTE
Room 300, PTRI Building, DOST South Compound
General Santos Avenue, Bicutan, Taguig City
Telephone No. 8372071-82 local 2362;
Email address: recruitment@ptri.dost.gov.ph

OR
MATT ANTHONY M. PAREJA
Head
Human Resource and Records Management Section
Finance and Administrative Division
PHILIPPINE TEXTILE RESEARCH INSTITUTE
Room 314, PTRI Building, DOST South Compound
General Santos Avenue, Bicutan, Taguig City
Telephone No. 8372071-82 local 2377; 2378
Email address: recruitment@ptri.dost.gov.ph

The DOST-PTRI adheres to the existing general policy of no discrimination in the selection of employees/applicants on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. PTRI has the following available facilities like:

1. Elevator and ramp are available for PWD;
2. Construction of rest rooms for SOGI; and
3. Provision of LCD projector and screen for visually and hearing-impaired persons.

DATE POSTED :

22 SEP 2021