

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Assistant IV (SG-14) position from the Technology Transfer , Information and Promotion Staff (TIPS) - Office of the Director is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title : Project Assistant IV
Item No. : Contractual Position
Salary Grade : SG - 14
Salary rate : 36,958.80/month

Qualification Requirements:

Education : Bachelors Degree relevant to the job
Experience : 3 years of relevant experience
Related Training : 16 hours of relevant training
Eligibility : None required

Place of Assignment : 2021 Congressional Insertion Project - " Knowledge Transfer and Commercialization of PTRI Technologies " under Technology Transfer, Information and Promotion Staff of the Office of the Director

Brief Description of Duties and Responsibilities:

1. Develop concepts, graphics and layouts for the media products of the project;
2. Provide assistance in liaising to determine requirements and budget;
3. Manage internal customers proposals from typesetting through design, print and production;
4. Work with project staff, brief and advise with regard to design style, format, print production and timescales;
5. Determine size and arrangements of illustrative material and copy, and font style and size;
6. Participate in coordination meetings and activities related to the project;
7. Prepare rough drafts of IEC materials based on agreed brief;
8. Assists on review of final layout and suggests improvement, if necessary;
9. Liaising with the suppliers on regular basis to ensure deadlines are met and materials are produced to the highest quality
10. Perform other related duties that may be assigned

Remarks:

1. Must have background on graphic designing, vector art, logo, layout, poster designs;
2. Must be knowledgeable on designing tools such as Photoshop and/or any equivalent tools;
3. Have experience on photography and videography;
4. Have experience in project management and monitoring and evaluation;
5. Good in networking or partnership building and has the ability to establish rapport

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.

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 07 AUG 2021

Documentary Requirements:

1. Application letter and Comprehensive Resume
2. Fully accomplished Personal Data Sheet with recent picture 2 pcs. passport size (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph and with signature over handwritten name;
3. Photocopy of certificate of eligibility/ratings/license; and/or License (Certified true copy);
4. Photocopy of Transcript of Records & Diploma (Certified true copy);
5. Performance Rating in the present position for one year (2 rating periods) (not applicable to new graduates);
6. Potential Assessment Form (not applicable to new graduates);
7. Photocopy of Training Certificates (Certified true copy) - to be submitted upon date of interview (not applicable to new graduates);
8. NBI Clearance (to be submitted upon date of interview);
9. 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 Bldg., General Santos Avenue,
Bicutan, Taguig City
Telephone No. 8372071 -82 local 2362;
email ad: recruitment@ptri.dost.gov.ph

OR

MATT ANTHONY M. PAREJA
Administrative Officer V and
Head, Human Resource and Records Management Section
Finance and Administrative Division
PHILIPPINE TEXTILE RESEARCH INSTITUTE
Room 314, PTRI Bldg., General Santos Avenue, Bicutan, Taguig
City
Telephone No. 8372071 -82 local 2377; 2378
email ad: recruitment@ptri.dost.gov.ph

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