

Republic of the Philippines
 Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
 DOST Cpd., General Santos Ave., Bicutan, Taguig City
 General Santos Avenue, Bicutan, Taguig City
 Tel. Nos. : 837-2071 to 82 (DOST Trunklines) Telefax No.: 837-3167 local 2219/2222
<http://www.itdi.dost.gov.ph>

ANNOUNCEMENT OF VACANT POSITION
SELECTION CRITERIA

As of November 23, 2020

In compliance with CSC MC No.3 s. 2001 (Implementing RA 7041, Requiring Publication of Vacant Positions in Government Offices), notice is hereby given that the vacant positions listed below at ITDI are proposed to be filled.

POSITION TITLE		REF. ITEM NUMBER	CIVIL SERVICE COMMISSION- QUALIFICATION REQUIREMENT				DUTIES AND RESPONSIBILITIES	ADDITIONAL REQUIREMENT
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
I. Technological Services Division (TSD)								
1. Senior Science Research Specialist Salary Grade: <u>19</u> Basic Annual Salary: <u>P 561,492.00</u> Monthly Additional Allowances P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-SRSRS-50-1998	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none">• To support the overall goal of the institute to strengthen STI to include:<ul style="list-style-type: none">a. Advertisement of new programs/ servicesb. Press releases/engaging news itemsc. Events promoting materials and reportsd. Social media use to promote STIe. Development and management of high quality image bank (photographs and videos)	<ul style="list-style-type: none">• Preferably with MS degree in Development Communication;• Strong leadership and communication skills• At least 2 years experience on:<ul style="list-style-type: none">a. Development and use of good quality written and visual content for a range of communication and marketing purposes via digital, radio/TV, and print media, including hard copy publications, advertisements, press materials, videos, presentations, and web content;b. Development and delivery of a communication plan or strategy to raise the profile of Science, Technology, and Innovation (STI) internally and with a range of external stakeholders.• Should work with minimal supervision

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2. Science Research Specialist II Salary Grade: <u>16</u> Basic Annual Salary: <u>P 421, 272.00</u> Monthly Additional Allowances P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-SRAS2-72-1998	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility * RA 1080	<ul style="list-style-type: none"> • To support pre-commercialization and technology transfer undertakings of the institute to include: <ul style="list-style-type: none"> a. Profiling of technologies generated by R&D group; b. Development of commercialization plan and strategy; c. Conduct of life cycle analysis of generated technologies, d. Technology valuation and costing of institute's products and services; and e. Conduct technology presentation/ pitches in technology transfer events. • BS Industrial or Chemical Engineering/or BSBA major in Marketing. MS degree in related field is an advantage. • Very good interpersonal and communication skills; • Relevant experience in preparing business/ marketing plan and technology valuation; • Proficient in written and verbal communication, including creating and delivering presentations/technology pitches.

Interested and qualified applicants should signify their interest in writing and attaching the letter of application, the resume or curriculum vitae, Personal Data Sheet with Work Experience Sheet Form, official transcript of records, diploma, certificates of eligibility or board exam results, certificate of trainings, certificate of employment, service record (if applicable), Performance rating in the last rating period (if applicable), and recent 2 X 2 pictures, to the Human Resource Management Office, Administrative Division or send to email address, admhrms@itdi.dost.gov.ph on or before December 11, 2020.

Note:

For Insider applicants, please download Form II: Applicant's Data Sheet to this link http://itdi.dost.gov.ph/images/Personnel/Applicants_Data-Sheet_2016.pdf, and to be submitted together with the above-mentioned documentary requirement.

ITDI, in compliance to Civil Service Commission (CSC) PRIME-HRM, encourages applicants with the necessary qualifications and potential without regard to personal characteristics such as age, sexual orientation and gender identity, civil status, disability, religion, ethnicity and political affiliation.


ANNABELLE V. BRIONES, PhD.
 Director