

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 POSITIONS

As of April 8, 2021

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.

In compliance with CSC MC No.3 s. 2001 (Implementing RA 7041, Requiring Publication of Vacancies 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. National Metrology Division (NMD)								
1. Supervising Science Research Specialist Salary Grade: <u>22</u> Basic Annual Salary: <u>P 820,980.00</u> Monthly Additional Allowances <u>P2,000.00 PERA</u> <u>P3,000.00</u> Subsistence Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SVSRS-13-1998	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility * RA 1080	<ul style="list-style-type: none">• Plans and supervises the production of reference materials (RMs) of the Metrology in Chemistry (MiC) Section;• Plans and supervise the organization and conduct of accuracy-based proficiency testing;• Review and sign analysis reports of technical staff including but not limited to homogeneity tests, stability tests, and reference value assignments.• Ensures the quality of reference materials (RMs);• Develop and maintain policies, operational procedures and records of the MiC Section according to ISO 17025, ISO 17034 and ISO 17043.• Plan and implement quality control activities (example: interlaboratory comparisons) to ensure that measurements done are traceable to the definition of the SI units.• Monitor and ensure the growth of technical, and adminisitrative competency of all MiC staff;• Engage with international counterpart in other national metrology institute (NMIs) and other stakeholders• Prepare technical and progress reports of the Section• Perform other NML relevant duties as may be assigned to him/her by the NML Chief.	<ul style="list-style-type: none">• Bachelor's degree in Chemistry and related areas preferably with Master or Doctorate in Chemistry• Three (3) years relevant experience in carrying out Metrology in Chemistry activities (e.g. development of reference materials, conduct of method validation, estimation of measurement uncertainty, reference value assignment, and conduct of proficiency testing for chemical analysis.• With at least 48 hours of relevant training on method validation, estimation of measurement uncertainty, reference material production, ISO standards implementation (e.g., ISO 17025, ISO 17034, ISO 17043) is an advantage.

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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 April 22, 2021.

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 