



NOTICE OF VACANT POSITION

Pursuant to RA 7041

The Department of Science and Technology – National Capital Region (DOST-NCR) is in need of competent staff to occupy **ONE (1) CONTRACTUAL POSITION:**

PAMAMARISAN CLUSTER OFFICE

Position Title: PROJECT ASSISTANT I (PAI)

Division: TECHNICAL OPERATIONS DIVISION (TOD)

Salary Grade: 8

No. of Vacancy: 1

Eligibility: None-required

Job Description:

To be assigned at the PAMAMARISAN (Pasig Mandaluyong, Marikina, San Juan) Clustered Area S&T Center - Technology Transfer Activities - Small Enterprise Technology Upgrading Program (SETUP), Community Empowerment Thru S&T (CEST), Cluster Organized Trainings, Community Based Projects, and other projects in the Cluster

Job Qualifications/Competencies:

- Bachelor's Degree in Science, Engineering, Computer and any related S&T courses
- With basic knowledge on project proposal preparation
- Preferably IT capable with knowledge in word processing, spreadsheet, powerpoint presentation and other multimedia operation. Skills in photograph and video editing is an advantage
- With excellent analytical skills
- Organized and can work with minimum supervision
- Flexible and with good working attitude
- Proficient oral, verbal and written communication skills
- Highly motivated, team player and can work on a fast-paced environment
- Willing to be assigned PAMAMARISAN Clustered Area Science and Technology Center located in Mandaluyong City

Duties and Responsibilities (Nature of Work):

- Assist in developing and formulating project proposals under the Small Enterprise Technology Upgrading Program (SETUP), Grants-In-Aid (GIA, community-based projects and other proposals in the implementation of projects in the Clustered Area;
- Assist in the conduct of monitoring of projects implemented and prepare reports;
- Assist in the conduct of S&T activities like trainings, fora and technical consultancies and document the proceedings of the activity;
- Perform other functions that may be assigned by the Regional Office from time to time

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The DOST-NCR encourages all interested and qualified applicants including Persons with Disability (PWD), Members of indigenous communities irrespective of sexual orientation and gender identity to apply for the abovementioned position.

Qualified and interested applicants may submit applications in pdf copy of the following requirements (with the position title and applicant's name as subject e.g. PAI_DelacruzJuan) thru email address: hr@ncr.dost.gov.ph:

- Application Letter address to Jose B. Patalinjug III, Regional Director
- Curriculum Vitae / Personal Data Sheet (CS FORM 212, Revised 2017)
- Transcript of Records (TOR)
- Diploma
- Proof of Eligibility (Career Service Professional/RA1080)
- Certificates of training/seminar attended
- Certificates of previous employment
- Certificates of awards, recognition (if any)
- 1 year of latest performance rating

Shortlisted applicants must be willing to be subjected to a background investigation as part of the evaluation process.

You may contact us through telephone number 8519-8702 and look for **Ms. Mai R. Bagtas**, AOV-HRMO.

Submission of application should not be later than **January 29, 2021.**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

JOSE B. PATALINJUG III
Regional Director



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NOTICE OF VACANT POSITION

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The Department of Science and Technology – National Capital Region (DOST-NCR) is in need of competent staff to occupy **THREE (3) CONTRACTUAL POSITIONS:**

PAMAMAZON CLUSTER OFFICE

Position Title: PROJECT TECHNICAL ASSISTANT I (PTAI)

Division: TECHNICAL OPERATIONS DIVISION (TOD)

Salary Grade: 10

No. of Vacancy: 2

Eligibility: None-required

Job Description:

To be assigned at the PAMAMAZON (Pasay Manila Makati QC) Clustered Area S&T Center - Technology Transfer Activities - Small Enterprise Technology Upgrading Program (SETUP), Community Empowerment Thru S&T (CEST), Cluster Organized Trainings, Community Based Projects, and other projects in the Cluster

Job Qualifications/Competencies:

- Graduate of any Engineering/Science Course (Mechanical, Chemical, Electrical, Industrial Engineering or related course/Chemistry, Food Technology, or other related Science Course)
- Has experience in drafting technical reports/process flow maps & project proposals on technology transfer, policy advocacy, Science and Technology (S&T) and Capacity Building Services
- Has experience in analysis of data and presentation using programs such as Microsoft Excel, Word, and PowerPoint
- Has experience in handling technical-financial assistance programs for Micro Small Medium Enterprise and community-based enterprises is an advantage
- Knowledgeable in AutoCAD and other engineering design software is an advantage
- Knowledgeable in Photoshop and other graphic-design software or equivalent is an advantage
- Strong written and oral communication skills.
- Able to work under pressure, deliver on time.
- Able to work with minimum supervision/a team player
- Willing to work in a flexible working environment (Field and Office)
- Preferably residing or willing to be assigned at the Quezon City Satellite Office

Duties and Responsibilities (Nature of Work):

- Assist in the activities that covers the PAMAMAZON (Pasay Manila Makati Quezon City) Cluster (technology transfer on firm-based, community-based projects; S&T events; organized training-seminar; technical consultancy services)

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- Provide technical, administrative, and operational support in all activities to be conducted under the PAMAMAZON Cluster
- Conducts project site visits to Micro Small and Medium Enterprises, Community-based enterprises, barangays, etc.
- Drafts technical reports based on project site visits/meetings to Micro Small and Medium Enterprises, Community-based enterprises, firm and barangay level trainings
- Assist on the project implementation of SETUP (Small Enterprise Technology Upgrading Program), Grants-in-Aid (GIA), CEST (Community Empowerment through Science and Technology) and other special projects of the PAMAMAZON Cluster
- Assist on the monitoring of SETUP, CEST, GIA, and other projects of the PAMAMAZON Cluster

Position Title: PROJECT ASSISTANT I (PAI)

Division: TECHNICAL OPERATIONS DIVISION (TOD)

Salary Grade: 8

No. of Vacancy: 1

Eligibility: none-required

Job Qualifications/Competencies:

- Graduate of BS Accounting Technology, Business Management, and other business related course
- Has experience in analysis of data and presentation using programs such as Microsoft Excel, Word, and PowerPoint
- Has experience in drafting technical-financial reports (e.g. financial reports, financial projections, etc.)
- Has experience in handling technical-financial assistance programs for Micro Small Medium Enterprise and community-based enterprises is an advantage
- Strong written and oral communication skills.
- Able to work under pressure, deliver on time
- Able to work with minimum supervision/a team player
- Preferably residing or willing to be assigned at the Quezon City Satellite Office

Duties and Responsibilities (Nature of Work):

- Assist in the activities that covers the PAMAMAZON (Pasay Manila Makati Quezon City) Cluster (technology transfer on firm-based, community-based projects; S&T events; organized training-seminar; technical consultancy services)
- Provide administrative and other operation support as may deemed necessary in all activities to be conducted under the PAMAMAZON Cluster
- Assist on the monitoring of the budget for project implementation and cash programs of the PAMAMAZON Cluster
- Conducts project site visits to Micro Small and Medium Enterprises, Community-based enterprises, barangays, etc.
- Drafts financial and or technical reports based on project site visits to Micro Small and Medium Enterprises, Community-based enterprises, firm and barangay level trainings and for cluster operations.
- Provide secretariat support in all activities including meeting and other related activities in the PAMAMAZON Cluster.

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The Department of Science and Technology – National Capital Region (DOST-NCR) is in need of competent staff to occupy **TWO (2) CONTRACTUAL POSITIONS:**

Position Title: PROJECT TECHNICAL ASSISTANT IV (PTAIV)

Division: TECHNICAL SUPPORT SERVICES (TSS)

Salary Grade: 13

No. of Vacancy: 1

Eligibility: None-required

Job Description:

To be assigned at the Technical Support Services (TSS). Responsible for the implementation of programs and services on technology transfer and S&T Services, and monitoring of S&T Programs within the National Capital Region.

Job Qualification/Competencies:

- Bachelor's Degree in Development Communication or in any Communication related course
- 1 year of relevant experience is an advantage
- With 8 hours of relevant training
- Knowledgeable in in preparation of communication plan
- Can write feature articles, news features and corporate communication
- Can prepare and write technical reports
- Skilled in using various social media platforms
- Can analyze data and make presentations using programs such as Microsoft Excel, Word, and PowerPoint
- Knowledge in Adobe Photoshop/PageMaker, Adobe InDesign, Publisher and similar softwares is an advantage
- Knows Computer Applications and Information Systems
- Has excellent written and oral communication skills
- Has excellent documentation skills (writing and photography)
- Willing to work in a flexible working environment (Field and Office)
- Can work independently with minimum supervision and is a team player
- Able to work under pressure and can deliver on time
- New graduates are welcome to apply

Duties and Responsibilities (Nature of Work):

- Prepare communication plan for DOST-NCR programs and services
- Cover, document and write news and feature stories about DOST-NCR's programs, projects and activities
- Write copies (scripts) for promotional plugs featuring DOST-NCR's programs and activities
- Coordinate with media and other partners for DOST-NCR activities

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- Come up with innovative ideas and strategies to further promote the agency's functions, services and activities
- Coordinate with various DOST agencies, institutes, government offices in the development of industry benchmarks
- Prepare and draft letters and other communication related to the implementation of DOST-NCR programs and services
- Assist in the consolidation of data, reports and other information related to the implementation of DOST-NCR programs and services
- Provide technical, administrative, and operational support in all activities to be conducted under technical support and for the project
- Perform other duties as may have deemed necessary from time to time.

Position Title: PROJECT ASSISTANT III

Division: TECHNICAL SUPPORT SERVICES (TSS)

Salary Grade: 12

No. of Vacancy: 1

Eligibility: None-Required

Job Description:

To be assigned at the Technical Support Services (TSS). Responsible for the implementation of programs and services on technology transfer and S&T Services, and monitoring of S&T Programs within the National Capital Region.

Job Qualification/Competencies:

- Bachelor's Degree in Communication Major in Multimedia Arts
- 1 year of relevant experience is an advantage
- With 8 hours of relevant training
- Can do video and photo production, lay out and editing
- Skilled in using various social media platforms
- Can analyze data and make presentations using programs such as Microsoft Excel, Word, and PowerPoint
- Knowledgeable in Adobe Office (Specifically in Adobe Photoshop, Adobe InDesign, Adobe Premiere, Adobe After Effects, Knowledge in Maya and Cinema 4D is an advantage)
- Can do project proposal preparations, monitoring and evaluation
- Has excellent written and oral communication skills.
- Willing to work in a flexible working environment (Field and Office)
- Can work independently with minimum supervision and is a team player
- Has a strong interest in arts and creativity
- Able to work under pressure and can deliver on time
- New graduates are welcome to apply

Duties and Responsibilities (Nature of Work):

- Cover/document DOST-NCR's programs and activities
- Create designs/layouts for promotional plugs, publication materials and exhibit materials
- Prepare and draft letters and other communication related to implementation of S&T promotional activities

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- Coordinate with various DOST agencies, institutes, government offices, clients and stakeholders in connection with the implementation of S&T promotional activities
- Assist in the consolidation of data, reports and other information related to DOST-NCR's technology transfer, S&T services and S&T information dissemination activities
- Provide technical, administrative, and operational support in all activities to be conducted under technical support and for the project
- Perform other duties as may have deemed necessary from time to time.

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CAMANAVA CLUSTER OFFICE

Position Title: PROJECT ASSISTANT I (PAI)
Division: TECHNICAL OPERATIONS DIVISION (TOD)
Salary Grade: 8
No. of Vacancy: 1
Eligibility: None-required

Job Description:

To be assigned at the CAMANAVA Cluster Office (Caloocan, Malabon, Navotas, Valenzuela) Clustered Area S&T Center - Technology Transfer Activities - Small Enterprise Technology Upgrading Program (SETUP), Community Empowerment Thru S&T (CEST), Cluster Organized Trainings, Community Based Projects, and other projects in the Cluster

Job Qualifications/Competencies:

- BS/BA Degree in any Science, Engineering, Computer or Communication courses
- Must have good writing and communication skills
- Can write technical reports and office correspondences
- Able to work with minimum supervision and is a team player
- Willing to work in a flexible working environment (field and office)
- Willing to be assigned in Malabon Satellite Office
- Resident of CAMANAVA (Caloocan, Malabon, Navotas or Valenzuela) is an advantage
- Proficient in using Microsoft Word, Excel, and Powerpoint

Duties and Responsibilities (Nature of Work):

- Provide technical, administrative and operational support in all projects and activities
- Conduct site visits and monitor implementation of projects
- Provide secretarial support in all activities including meetings and other related activities
- Draft various technical reports for various projects and activities.
- Perform other functions that may be assigned by the Regional Office from time to time

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The Department of Science and Technology – National Capital Region (DOST-NCR) is in need of competent staff to occupy **TWO (2) CONTRACTUAL POSITIONS:**

Position Title: PROJECT ADMINISTRATIVE AIDE V (PAAV)
Division: FAS –HUMAN RESOURCE MANAGEMENT SECTION
Salary Grade: 8
No. of Vacancy: 2
Eligibility: None-required

Job Description:

To be assigned at the FAS –Human Resource Management Section. Responsible for the Recruitment, Selection and Placement, Performance Management, Learning and Development and Rewards and Recognition of DOST-NCR Personnel.

Job Qualifications/Competencies:

- Bachelor's Degree in Psychology, Human Resource Management or any related Science Course
- 1 year of relevant experience is an advantage
- With 8 hours of relevant training
- Knowledgeable in human resource works
- Can prepare letters and reports
- Knows Computer Applications and Information Systems
- Has good written and oral communication skills
- Can work independently with minimum supervision and is a team player
- Able to work under pressure and can deliver on time
- New graduates are welcome to apply

Duties and Responsibilities (Nature of Work):

- Provide assistance in the following areas:
 - Recruitment, Selection and Placement
 - Learning and Development
 - Performance Management
 - Rewards and Recognition
- Maintain and safe keep employee records/files (hard and soft copies) and the HR filing system.
- Assist in planning and facilitating staff activities/training.
- Assist with the day-to-day operation of the HR functions and duties
- Support in the processing of documents and prepare reports relating to personnel activities (staffing, recruitment, training, performance evaluations etc.)
- Coordinate HR projects (meetings, surveys etc) and take minutes/reports
- Assists in dealing with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data
- Properly handle complaints and staff concerns

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- Monitor employee's compliance to DOST, CSC and other Government's rules and regulations
- Perform other duties as maybe assigned and deemed necessary from time to time.

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The Department of Science and Technology – National Capital Region (DOST-NCR) is in need of competent staff to occupy **ONE (1) CONTRACTUAL POSITION:**

MUNTAPARLAS CLUSTER OFFICE

Position Title: PROJECT ASSISTANT II (PAII)

Division: TECHNICAL OPERATIONS DIVISION (TOD)

Salary Grade: 10

No. of Vacancy: 1

Eligibility: None-required

Job Description:

To be assigned at the MUNTAPARLAS Cluster Office (Muntinlupa, Taguig, Pateros, Las Piñas) Clustered Area S&T Center - Technology Transfer Activities - Small Enterprise Technology Upgrading Program (SETUP), Community Empowerment Thru S&T (CEST), Cluster Organized Trainings, Community Based Projects, and other projects in the Cluster

Job Qualifications/Competencies:

- Preferably a Bachelor's Degree, preferably in Sociology, or any related fields;
- Capable of preparing and packaging Project Proposals.
- Skilled at writing reports, feature articles and project profiles.
- With Competency on Microsoft programs and internal applications.
- Has good written and verbal communication skills;
- Willing to be trained and can work with minimum supervision;
- Preferably resides in MUNTAPARLAS specifically near Muntinlupa or Taguig City or willing to commute within the cluster.

Duties and Responsibilities (Nature of Work):

- Support in the activities that covers the Cluster (Community Empowerment Through Science and Technology (CEST); technology transfer on firm-based; S&T events; organized training-seminar; technical consultancy services)
- Provide technical, administrative, and operational support in all activities to be conducted under the Cluster
- Conduct site visits and monitor implementation of projects
- Provide secretariat support in all activities including meeting and other related activities
- Prepare technical and administrative reports
- Draft various technical reports based on project visits.
- Assist in writing of articles, documentation and promotional materials.

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Position Title: PROJECT TECHNICAL AIDE V (PTAV)

Division: TSS –Training Unit

Salary Grade: 8

No. of Vacancy: 1

Eligibility: None-required

Job Description:

To be assigned at the Training Unit. Responsible for the implementation of the training program including the conduct of Training Needs Assessment in the National Capital Region

Job Qualifications/Competencies:

- Bachelor's degree preferably in Human Ecology, Sociology, Psychology or other related courses
- Preferably with experience in organizing and facilitating training and events.
- With 8 hrs. of relevant training is an advantage
- With experience in project management is an advantage
- Can analyze data and make presentations using programs such as Microsoft Excel, Word, and PowerPoint
- Able to work under pressure, can deliver on time
- Has good communication and written skills
- Customer/client oriented
- Able to work with minimum supervision and is a team player
- Willing to work in a flexible working environment (Field and Office)
- With good working attitude

Duties and Responsibilities (Nature of Work):

- Assist in the conduct of Training Needs Assessment;
- Organize region-based trainings;
- Communicate and work remotely with cluster-based training coordinators;
- Coordinate with clients, resource persons and participants regarding training activities;
- Facilitate identification and procurement of necessary training materials;
- Conduct and facilitate trainings and forums;
- Document and assess customer feedback;
- Print certificates and assist in liquidation of training expenses;
- Monitor training impacts;
- Assist in creation and updating of training modules;
- Maintain and Update Databases for trainings;
- Perform other duties as maybe assigned and deemed necessary from time to time.

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Position Title: PROJECT TECHNICAL ASSISTANT I (PTAI)

Division: TSS –FOOD SAFETY UNIT

Salary Grade: 10

No. of Vacancy: 1

Eligibility: None-required

Job Description:

To be assigned at the Food Safety Unit. Responsible for drafting of packaging and labeling designs and assistance to food safety consultancy program of DOST-NCR.

Job Qualifications/Competencies:

- Bachelor's Degree in Fine Arts, Industrial Design or any related Art Course
- 1 year of relevant experience is an advantage
- With 8 hours of relevant training
- Knowledgeable and well-versed in using designing software such as but not limited to Adobe Photoshop Illustrator and In-Design
- Can prepare/layout logos and label designs
- Should have excellent creative skills as well as strong artistic ability
- New graduates are also welcome to apply

Duties and Responsibilities (Nature of Work):

- Draft/prepare packaging and label (P&L) designs for client product/s;
- Ensure the completeness and facilitate consolidation of various P&L materials such as designs, briefs, drafted P&L designs, customer satisfaction feedback, monitoring and impact assessment
- Monitor the client implementation of P&L designs and impact of provided intervention
- Assist in the preparation of Information, Education and Communication (IEC) materials for DOST-NCR's programs and technical services including but not limited to food safety, Halal, and other allied programs
- Assist in implementation of the Food Safety Consultancy Program, Trainings and other related activities.
- Perform other duties as maybe assigned and deemed necessary from time to time.

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Position Title: PROJECT ADMINISTRATIVE ASSISTANT I (PAAI)

Division: FAS – BUDGET SECTION

Salary Grade: 10

No. of Vacancy: 1

Eligibility: None-required

Job Description:

To be assigned at the FAS –Budget Section. Responsible for the development of FAS-Budget Management System and other technical and administrative support.

Job Qualifications/Competencies:

- Bachelor's degree in any IT related course such as Computer Science, Information Technology, Computer Engineering, etc.
- Has good written and verbal communication skills;
- Able to work with minimum supervision and is a team player
- Willing to work in a flexible working environment
- With good working attitude

Applicants who have all or any of the following experience, qualifications and training background is an advantage:

- Applied knowledge on data management system
- Applied knowledge on software server system
- Applied knowledge on continuous integration and continuous deployment of technologies and information system
- Applied knowledge on information system administration
- Applied knowledge on basic network management
- Applied knowledge on basic computer security
- Must be able to work well with a team, communicates well with the group, adaptable to circumstances, self-motivated, teachable and fast learner

Duties and Responsibilities (Nature of Work):

- Reports directly to the Administrative Officer V (Budget Officer) and assists in the administration of the financial database system;
- Reviews and analyses the budget management requirements and needs for a new software/system;
- Performs analysis, design, implementation, installation, and training related to new software/system developed and/or adopted;
- Develops databases, programs and procedures necessary to improve the budget management system;

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- Assists the Budget Officer in ensuring the implementation of business continuity in the budget management system;
- Provides technical support, including creating ad-hoc reports, data analysis and correction, training and problem solving in relation to budget management system;
- Performs other duties as may be assigned from time to time

Position Title: PROJECT ADMINISTRATIVE AIDE V (PAAV)

Division: FAS – BUDGET SECTION

Salary Grade: 8

No. of Vacancy: 1

Eligibility: None-required

Job Description:

To be assigned at the FAS –Budget Section. Responsible to support the day to day work at the budget section e.g. preparation of various budgetary documents and/or requirements.

Job Qualifications/Competencies:

- Bachelor's degree in Accounting or any degree relevant to the job
- Has good written and verbal communication skills;
- Able to work with minimum supervision and is a team player
- Willing to work in a flexible working environment
- With good working attitude

Applicants who have all or any of the following experience, qualifications and training background is an advantage:

- Government accounting standards
- Budget planning and analysis
- Budget execution and control
- Budget preparation process, procedures and system
- Financial management
- Must be able to work well with a team, communicates well with the group, adaptable to circumstances, self-motivated, teachable and fast learner

Duties and Responsibilities (Nature of Work):

- Reports directly to the Administrative Officer V (Budget Officer) and assists in maintaining the budget record or Line Item Budget of the various projects/units in order to provide timely and sound financial advice;
- Assists in the monitoring of the financial plan of all projects of the Agency;
- Prepares Obligation Requests, and other budgetary documents, if necessary;
- Assists in reviewing the completeness of required documentary requirements, and availability of allotment of obligation request;
- Assists in preparation of statement of allotment and obligation balances
- Assists in the coordination with the DBM;
- Conducts relevant research on applicable budgetary rules, regulations and issuances and ensures proper dissemination of outputs and any recommendations;
- Perform other duties as may be assigned from time to time

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The DOST-NCR encourages all interested and qualified applicants including Persons with Disability (PWD), Members of indigenous communities irrespective of sexual orientation and gender identity to apply for the abovementioned position.

Qualified and interested applicants may submit applications in pdf copy of the following requirements (with the position title and applicant's name as subject e.g. PTAAI_DelacruzJuan) thru email address: hr@ncr.dost.gov.ph:

- Application Letter address to Jose B. Patalinjug III, Regional Director
- Curriculum Vitae / Personal Data Sheet (CS FORM 212, Revised 2017)
- Transcript of Records (TOR)
- Diploma
- Proof of Eligibility (Career Service Professional/RA1080) (if any)
- Certificates of training/seminar attended (if any)
- Certificates of previous employment (if any)
- Certificates of awards, recognition (if any)
- 1 year of latest performance rating (if any)

Shortlisted applicants must be willing to be subjected to a background investigation as part of the evaluation process.

You may contact us through telephone number 8519-8702 and look for **Ms. Mai R. Bagtas**, AOV-HRMO.

Submission of application should not be later than **January 31, 2021**.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

JOSE B. PATALINJUG III
Regional Director



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NOTICE OF VACANT POSITION

Pursuant to RA 7041

The Department of Science and Technology – National Capital Region (DOST-NCR) is in need of competent staff to occupy **ONE (1) CONTRACTUAL POSITION**:

Position Title: SCIENCE RESEARCH ANALYST (SRA)

Division: TSS - FOOD SAFETY UNIT

Salary Grade: 11

No. of Vacancy: 1

Eligibility: None-required

Job Description:

To be assigned at the Food Safety Unit. Responsible for the implementation of HALAL project in the National Capital Region.

Job Qualifications/Competencies:

- Graduate of any 4-year Science course;
- Has good written and verbal communication skills;
- Possesses good interpersonal skills and should exhibit initiative and resourcefulness
- With Competency on Microsoft programs and internal applications
- Background on quantitative research is an advantage
- Working knowledge of Mandatory and Regulatory Food Laws and Regulations is an advantage
- Knowledge on project management is an advantage
- Relevant training and related experience is an advantage
- Preferably Muslim / Knowledge of Muslim practices is an advantage
- Willing to conduct field work
- Willing to be trained and can work with minimum supervision;

Duties and Responsibilities (Nature of Work):

- Coordinates meetings, trainings, workshops, write shops and other related activities of the Training Needs Assessment and Development and Deployment of Training Modules on Halal (Halal TNA) project;
- Assists in the communication, coordination, and implementation of all activities under Halal TNA Project;
- Prepares monitoring, financial, accomplishment and other Halal TNA project-related reports;
- Prepares purchase requests for supplies and other materials needed for the Halal TNA Project;
Attends meetings, trainings, and seminars and other activities related to Halal-TNA Project;
- Travels outside the workplace to visit firms or attend other Halal-related activities with per diem according to government policies;
- Strictly perform office related activities only during working hours;

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DEPARTMENT OF SCIENCE AND TECHNOLOGY
NATIONAL CAPITAL REGION



- Performs related functions as maybe assigned by DOST XI and NCR from time to time; and
- In case of resignation, proper turnover of duties and responsibilities are required

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You may contact us through telephone number 8519-8702 and look for **Ms. Mai R. Bagtas**, AOV-HRMO.

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