

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of March 3, 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.

POSITION TITLE	REF. ITEM NUMBER	CIVIL SERVICE COMMISSION- QUALIFICATION REQUIREMENT				DUTIES AND RESPONSIBILITIES	ADDITIONAL REQUIREMENT
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
I. Planning and Management Information Systems Division (PMISD)							
1. Senior Science Research Specialist Salary Grade: <u>19</u> Basic Annual Salary: <u>P 579,756.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-SRSRS-57-1998	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility *RA1080 • Assists the Supervising Science Research Specialist in undertaking the ff: a. Review and analysis of existing operational policies vis-à-vis problems/issues identified for consultation, policy development and implementation, and monitoring; b. Conceptualization and preparation of project proposals/ activities as part of PMISD's initiatives; c. Review analysis, and preparation of the Agency Performance Report/s; d. Review of Annual Strategic Plan and Performance Evaluation; e. Planning and preparation of Agency budget proposal with the Finance group; • Manages the various stages of project implementation from evaluation to monitoring to completion in collaboration with assigned division/s; • Manages the preparation, review, and evaluation of Project Contracts; • Performs other duties that may be assigned by the Division Chief.	• Bachelor's degree in any science, engineering, and management courses; Graduate degree is an advantage; • Has relevant experience in: strategic planning; operations planning and budgeting; policy development; project management; and project proposal preparation; • Excellent oral and written communication skills; • Excellent technical writing; • Above average computer skills in Word, Excel, and Powerpoint.

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 March 19, 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.