

ANNOUNCEMENT OF VACANT POSITIONS
SELECTION CRITERIA

As of May 19, 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.

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. Standards and Testing Division (STD)							
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 At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SRSRS-43-1998	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility *RA10657	<ul style="list-style-type: none">• Conducts physical and chemical analyses;• Conducts method development and validation;• Participates in proficiency testing• Answers inquiries regarding tests and analyses being conducted at Organic Chemistry Section;• Validates samples for testing and prepares work order forms and sample tags• Serves as Internal Quality Auditor;• Attends seminars, trainings, workshops, conferences, etc. <ul style="list-style-type: none">• BS Chemistry graduate or allied course, with active license as a chemist (complying RA 10657);• Completed at least three (3) years experience in analytical chemical testing; Completed at least three (3) years experience in PNS ISO/IEC 17025 compliance and implementation;• Competent in the conduct of analytical test methods for various sample matrices handled by the Chemistry Laboratory;• At least eight (8) hours of relevant training on method validation, quality control and measurement uncertainty, completed (in-house or sourced out);• Knowledge of chemical background, methodology, method validation/verification, internal quality control, uncertainty or measurement, basic to advance instrumentation, and other critical technical aspects of analytical methods;• Good communication skills (both written and oral); good decision-making to technical problems.

**ANNOUNCEMENT OF VACANT POSITIONS
SELECTION CRITERIA**

As of May 19, 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		
2. 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 At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SRSRS-59-1998	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility *RA10657	<ul style="list-style-type: none"> • Conducts physical and chemical analyses; • Conducts method development and validation; • Participates in proficiency testing and interlaboratory comparisons; • Answers inquiries regarding analysis of inorganic parameters and matrices; • Creates and sends quotations to inquiring customers; • Validates samples for testing and prepares work order forms and sample tags; • Serves as internal quality auditor; • Conducts root cause analysis of non-conformities and prepares corrective action reports; • Attends seminars, trainings, workshops, conferences, etc. 	<ul style="list-style-type: none"> • BS Chemistry graduate or allied course, with active license as a chemist (complying RA 10657); • Completed at least three (3) years experience in analytical chemical testing; Completed at least three (3) years experience in PNS ISO/IEC 17025 compliance and implementation; • Competent in the conduct of analytical test methods for various sample matrices handled by the Chemistry Laboratory; • At least 8 hours of relevant training on method validation, quality control and measurement uncertainty, completed (in-house or sourced out); • Knowledge of chemical background, methodology, method validation/verification, internal quality control, uncertainty or measurement, basic to advance instrumentation, and other critical technical aspects of analytical methods; • Good communication skills (both written and oral); good decision-making to technical problems.

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 June 9, 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.


DR. ANNABELLE V. BRIONES

Director 