

ANNOUNCEMENT OF VACANT POSITIONS
SELECTION CRITERIA

As of June 22, 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. Materials Science Division (MSD)								
1. Chief Science Research Specialist Salary Grade: 24 Basic Annual Salary: <u>P_1,040,904.00</u> Monthly Additional Allowances: P2,000.00 PERA P5,000.00 Representation Allowance P5,000.00 Transportation Allowance P1,500.00 Communication Allowance P3,000.00 Subsistence Allowance At least 23% of Basic Salary as Hazard Pay	1	ITDIB-CSRS-5-1998	Master's degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention	Career Service (Professional) Second Level Eligibility or RA1080	<ul style="list-style-type: none">● Act as project leader or coordinator of scientific and technological research and development programs and project in the field of materials science● Conceptualizes research and development plans, programs, and projects relevant to the objectives of the institute and of national development programs, and projects of the Materials Science Division.● Supervises, directs and manages the operations and activities of the Materials Science Division.● Consults with the Director on matters relating to research and development in the field of materials science such as nanotechnology, advanced materials, special materials, ceramics, composites, and surface engineering.● Evaluates performance of personnel in the Materials Science Division● Prepares highly scientific and technical papers for publications● Attends conferences, meetings, seminars, and related activities pertinent to her works.● Performs other duties which may be assigned from to time.	<ul style="list-style-type: none">● MS degree relevant to the job, or advance degree in material science. PhD. is an advantage.● With extensive experience in nanotechnology and advance materials is an advantage.● Possess strong management and technical qualifications and skills.

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 July 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.