

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
 SELECTION CRITERIA**

As of February 27, 2023

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. Technological Services Division (TSD)								
1. Chief Science Research Specialist Salary Grade: 24 Basic Annual Salary: <u>P 1,080,936.00</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 P500.00 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-CSRS-9-1998	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	<ul style="list-style-type: none"> ● Provides overall direction in carrying out the major functions of the division in support of the technology transfer program of the institute; ● Plans, organizes and monitors the implementation of programs/projects in the areas of business development, regional cooperation and training, information dissemination and engineering support services; ● Establishes and maintains linkages with mass media, scientific and technology-based institutions and other organizations involved in industrial development for the promotion and transfer of technologies; ● Ensures provision of a reliable information and appropriate technology-based trainings, technical assistance and services using various modes of engagement to support the needs and requirements of relevant stakeholders; ● Analyzes gaps and limitations in the technology transfer delivery system and recommends strategies for continual improvement; ● Participates in policy review and development of providing relevant feedback and inputs to enhance achievement of the institute's goal to promote science, technology and innovation; ● Provides administrative support to DOST and ITDI related programs, projects and activities. 	<ul style="list-style-type: none"> ● At least 4 years of supervising or management experience relevant to knowledge management and translation; ● Has the necessary experience in undertaking networking and social marketing activities to promote and communicate information for increased uptake of the institute's generated technologies and intellectual properties; ● Excellent oral and written communication skills; ● Exemplifies high interpersonal skills; ● Above average computer skills in Word, Excel and Powerpoint; and ● Exemplifies leadership and commitment to public service.

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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 (subject: Position_Division) on or before March 31, 2023.

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, Ph.D.
Director 