

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of June 20, 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. Materials Science Division (MSD) | | | | | | | | |
| 1. Chief Science Research Specialist Salary Grade: <u>24</u> 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 At least 15% 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 * RA 1080 | <ul style="list-style-type: none"> ● Supervises, directs and manages the operations and activities of the Materials Science Division. ● Conceptualizes research and development plans, programs, and projects of the division relevant to the objectives of the institute and of the national development programs and projects. ● Acts as project leader or coordinator of scientific and technological research and development programs in the field of material science such as nanotechnology, advanced materials, special materials, ceramics, composites, surface engineering, and additive manufacturing. ● Evaluates the performance of personnel in the Materials Science Division. ● Builds a strong network in the materials science and engineering community by organizing conferences, seminars, exhibits, and other related activities. ● Establishes research collaborations with industry partners and academic institutions. ● Prepares highly scientific and technical papers for publication. ● Performs other duties which may be assigned from time to time. | <ul style="list-style-type: none"> ● MS degree or advanced degree in materials science, chemistry, engineering, and others relevant to the job. Having a PhD degree is an advantage. ● With extensive experience, technical expertise, and industry collaborations in nanotechnology, advanced materials, and additive manufacturing 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 (subject: Name of Position_Division) on or before July 24, 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.

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| | | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY | | |

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 