

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of December 19, 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. Food Processing Division (FPD)							
1. Science Research Specialist I Salary Grade: 13 Basic Annual Salary: P 375,840.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SRAS1-2-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility * RA 1080 ● Contribute in conceptualizing projects related to design and development of food processing equipment; ● Provide technical drawings and other engineering related documents; ● Develop tools and testing protocols for assessing performance and safety of food processing related equipment; ● Perform tasks related to maintenance of food processing equipment and facilities of the Division; ● Assist in the conduct of trainings and other technology transfer activities; ● Perform other tasks as maybe assigned.	● Preferably a Licensed Mechanical Engineer; ● Proficient in the following; - SolidWorks, AutoCAD or another CAD software - MS Office (Word, Excel, PowerPoint) ● With good oral and written communication skills; ● Attention to detail and a team-player; ● Experience in conceptualizing, designing and assessing processing equipment as well as using simulation software employing computational fluid dynamics or finite element analysis will be an advantage.

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 January 4, 2024.

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
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