

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of March 18, 2024

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. Supervising Science Research Specialist Salary Grade: 22 Basic Annual Salary: P 858,132.00 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-SVSRS-19-1998	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> • Responsible for mapping and developing the strategic communication plan for the institute, its implementation, and supervision thereof. • Develop and implement programs, project proposals, policies, and/or rules relating to the overall functions/mandate of the section. • Exercise overall supervision and control of all programs, objectives, and activities of the section; and • Spearhead, expand, and nurture networks both local and international for the exchange and sharing of STI information and resources with relevant institutions and other pertinent entities that are critical to meeting program objectives; • Conceptualize/develop the institute's strategic science communication plan by proper delegation of work assignments and monitoring; • Write/develop IEC materials and as EIC (Editor-in-Chief), edit and approve all forms of IEC or communication materials (including speeches, messages) ensuring correctness, appropriateness, and alignment to program objectives. 	<ul style="list-style-type: none"> • Preferably with Master's degree in Science Communication/Management or other related courses. • Excellent skills with applicable experience in marketing strategies and promotion of technologies. • Have strong network with media and industries; • Have track record in project management and proposal writing; and • Excellent verbal/written and interpersonal 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 April 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

Director 