

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of August 9, 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. Chemicals and Energy Division (CED)							
1. Senior Science Research Specialist Salary Grade: 19 Basic Annual Salary: <u>P 616, 284.00</u> 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-SRSRS-23-1998	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> ● Prepares and conducts R&D proposals/project studies in the field of Chemistry or related fields; ● Conduct technical services, technical assistance, and support services to clients related to Industrial chemicals; ● Assist the supervising SRS in planning and achieving the short-, medium- and long-term goals of the Chemicals and Energy Division ● Maintain laboratory equipment; ● Seeks and provides a scientific explanation to R&D findings as well as solution to a technical problem; ● Participates in scientific explanation of R&D findings as well as solutions to a technical problem ● Participates in scientific conferences, seminars, workshops, inter-agency meetings for scientific advancement and R&D areas of specialization; ● Performs other activities given by the immediate supervisor 	<ul style="list-style-type: none"> ● Graduate of Bachelor of Science major in Chemistry or Chemical Engineering; ● Preferably with Master's Degree in Chemistry or Chemical Engineering; ● With proven track record in technical/R&D proposal writing and/or project management; ● With relevant work experience in chemical process design, organic synthesis, or industrial process R&D; ● With work experience in chemical characterization and interpretation such as Mass spec, NMR, UV, or FTIR; ● With work experience in the design of experiments; ● With experience in the execution and handling of relevant projects to completion; ● Has excellent verbal/written communication and interpersonal skills; ● Can deal effectively with senior management; ● With people management skills; ● Computer literate (Microsoft Programs and other applications).

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 August 22, 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